Student Handbook
1982-83

Queens College

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If Your Question Concerns:	Contact:
Academic Transcripts, Schedules, or grade reports	Registrar, Burwell Hall
Fund Raising Projects	Dean of Student Affairs or Activities Coordinator
Study Skills	Director of Queens Career Center, Jernigan
Publicizing an Event	Activities Coordinator
Reserving a Campus Facility	Student Affairs Office
Reserving the Chapel or Scheduling a Worship Service	Chaplain, Belk Chapel
Parking Tickets	Director of Public Safety
Refrigerator Rental	Director of Residence Life
Withdrawing from College	Your Adviser, Dean of the College of Arts and Sciences
Dropping a Course	Registrar
Financial Problems	Director of Financial Aid, Burwell Hall
Personal Problems	Queens Career Center, Chaplain, Dean of Student Affairs or Director of Residence Life
Careers or Part-time Jobs	Director of Employment Planning
Medical Problem	Nurse in Irwin McKay Infirmary
Bills, Fees, Charges	Business Manager
Campus Housing	Director of Residence Life
ID Cards and Auto Registration	Public Safety
Scheduling Campus Activities	Student Affairs Office

Queens College Handbook 1982-83

The student handbook is published annually to provide students with information on activities, policies, procedures and regulations of Queens College. This handbook is prepared and edited by the Office of Student Affairs in cooperation with the Office of the Dean of the College of Arts and Sciences and the Office of Communications.

This Student Handbook can be a valuable companion for you, providing information about student services, college policies, student government, the Honor Code and its accompanying judicial process. The Honor Code is a vital part of our community, and our commitment to it will be a great determiner in our community's success. Please read carefully the Honor Code violation sanctions and the Judicial Board and Student Government Constitutions. The more familiar you are with these items, the better will be your understanding of the year's events.

I am looking forward to a super year, working with you to accomplish new goals and make forward strides for Queens.

Kathi Mahan
President
Student Government Association

A Brief History Of Queens

In 1857, Queens was founded as the Charlotte Female Institute, located near the center of the city. From 1891 to 1896, the institution was called the Seminary for Girls, and upon affiliation with the Presbyterian Synod of North Carolina in 1896, it became known as the Presbyterian College for Women. This name continued until 1912, when the name changed again, this time to Queens College.

The College moved in 1914 to its present site on 25 wooded acres with five buildings.

In 1930, Queens became related to the Presbyterian Synod of South Carolina through a merger with Chicora College in Columbia, S.C. (formerly in Greenville, South Carolina), which earlier had merged with the College for Women in Columbia, S.C.

The College has had 17 men and one woman president since 1857.

The College Today

Queens College has long been identified as a private, church-related, undergraduate liberal arts college for women. While in recent years Queens has become a multi-unit institution serving a diversified group of students, the traditional liberal arts college has remained a women's college with a continuing commitment to academic excellence. Still the core of the institution, it is known today as the College of Arts and Sciences to distinguish it from two new coeducational units which offer evening and weekend classes—New College, which grants undergraduate degrees, and the Graduate School at Queens, which awards the Master of Business Administration degree.

The educational philosophy of Queens College emphasizes a solid commitment to the study of the liberal arts. The college believes that an education founded upon the liberal arts is the soundest preparation for a meaningful and successful life; that the liberal arts uniquely develop the student's intellectual breadth, originality and creativity, motivation, judgment, and capacity for acute reasoning and integrative thought; and that no matter how much our world changes, the results of a good liberal arts education never become obsolete. This commitment permeates the academic programs of the college, and the Statement of Philosophy and Purpose and the Queens Concept clearly identify liberal arts education as the main goal of the undergraduate programs.

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THE BEATLES

Statement of Philosophy and Purpose

Queens College, private and Presbyterian, is a diversified academic community serving a variety of learners, both men and women, of all ages.

The College has evolved into a dynamic educational center of academic distinctiveness which not only has a strong residential liberal arts base, but which also reaches into the community to serve a diversity of learners in appropriate ways.

Queens' historic concern for academic excellence, Judaeo-Christian values, and cultural enrichment remains central to the college's mission. In addition, heightened emphases on career strategies, lifelong learning, and community outreach are incorporated into the educational purpose.

Basic components of the academic community are Queens College of Arts and Sciences, New College at Queens, and the Graduate School at Queens. In addition to these, Queens College offers coursework through the Institute for Lifelong Learning for those who seek education and enrichment outside the context of formal degree programs.

Queens College For Women

Queens College maintains its historic and central role as a women's college in the undergraduate liberal arts College of Arts and Sciences which advocates and works toward the preparation of women for varied and changing roles in society: career and professional opportunity, marriage and family, and civic and community leadership. This framework stresses the joy of liberal learning and the rigor of intellectual discipline. The college seeks to give a woman disciplined self-confidence and sound judgment and to encourage in her qualities of leadership, understanding of her own and other cultures, and a concern for others.

Queens recognizes the historical circumstances which make the present time especially opportune for the advancement of women and recognizes also that for full development, women must be engaged in serious, exciting learning experience which will develop the life of the mind and of the spirit in a vitalizing and scholarly way.

The tenor of student life is recognized to be as significant a factor in student development as is an excellent academic program. The smallness of the liberal arts college enables Queens to accentuate concern for the individual and to provide the personal and intellectual interaction, caring, fun and fellowship that are possible in such a setting. A sense of belonging and of college spirit results for faculty and students alike.

New College At Queens

New College at Queens offers an undergraduate liberal arts degree program on a part-time, coeducational basis. The program is firmly grounded in the liberal arts tradition and emphasizes the joy of learning within a framework of continuing personal and intellectual development.

Graduate School At Queens

The Graduate School at Queens provides post-baccalaureate, coeducational opportunities for advanced study and research in demanding and distinctive academic and professional programs. The Graduate School is designed to offer stimulating, challanging, and scholarly community for the maximum intellectual and personal development of both students and faculty.

A fundamental commitment in all these segments of the college is to help students learn how to learn. Each student is encouraged to be intellectually alive and curious and to employ in a disciplined and creative way, a unique personal potential.

Each student is encouraged to focus on productivity both for self and for community. Initiative, industry, and self-reliance are translated from self-awareness and personal growth into the awareness of the need to serve and a concern for others.

Each student should learn to care. Unapologetically and without any attempt to coerce or indoctrinate, the value background of Queens College is the Judaeo-Christian heritage. Underlying each aspect of college life is the encouragement and cultivation of sound moral and spiritual values. Queens seeks to combine caring teachers and enlightened social policies into a learning community which knows the moral end it seeks: a just, enlightened, humane society. Into this framework the college welcomes students of all faiths and beliefs.

Thus learning, caring and productivity come together through a diverse institution into a life of meaningful wholeness. The mission of the total college is to develop the mind and spirit and to prepare students to be intellectually aware, academically competent, spiritually challenged and personally fulfilled for a successful future.

In addition to the degree programs of the College, the Queens Institute for Lifelong Learning provides non-degree opportunities for continuing education to students of all ages, both male and female. Service to the community is a key mission and is reflected in an adaptable and comprehensive curriculum.

The members of the Queens Community call on all who believe in these principals to join with them in the continuing development of the spirit and substance of this mission.

The Honor Code

The Honor Pledge

As a member of the Queens College community, I do hereby resolve to uphold the honor code of the College and endeavor to create a spirit of integrity and honor for its own sake.

I pledge truthfulness at all times, respect for the property of others, and absolute honesty in the performance of all academic work.

Realizing that the honor code places upon me demands as well as privileges, I resolve to report any student—including myself—who may violate any of the principles of the honor code.

I understand the honor code and realize that a plea of ignorance will not be accepted by the college community.

What does it mean to live under the Honor Code?

The Honor Code of Queens College applies to all phases of life at the college and is binding on all members of the college community. A student living by the principles of the Honor Code acts with honesty and integrity in all academic, social, and personal matters. The effectiveness of the Honor Code results in the maintenance

of a sense of community and an atmosphere of mutual trust among students, faculty, and administration. This feeling of trust enhances the educational process of campus life. It also confers privileges including:
- —the taking of some tests without a proctor,
- —the possibility of take-home tests,
- —the unmonitored use of all library facilities in accordance with the established regulations,
- —the use of community facilities and the expectation that all private property will be respected, and
- —the self-reporting of outside readings, movie, and lecture assignments.

While a viable Honor Code confers certain privileges, these depend upon the acceptance on the part of every student certain responsibilities.

What are my responsibilities while living under the Honor Code?

An effective Honor Code depends upon each and every student upholding its principles and demands accountability on the part of each student for her own actions and for those of her peers.

What if I have violated the Honor Code?

A student who has violated the Honor Code reports herself in writing to any member of the Judicial Board within 24 hours of the violation. All reports to the Judicial Board and any subsequent proceedings are strictly confidential.

What if I think someone else has violated the Honor Code?

When you suspect another student of a violation, you confront that student and ask for an explanation of the behavior or action in question; this allows you and the other student a chance to clarify facts or possible misunderstandings. If satisfied by the response that no violation has occurred, the subject is dropped. If the student admits to the violation or if you still question the incident, you ask the student to report herself to a member of the Judicial Board within 24 hours. After 24 hours, you check with a Judicial Board member to see if the student in question has spoken with the Board. If the student refuses or fails to report herself, it is your duty to report the student and suspected offense to a Judicial Board member.

In maintaining a genuinely workable honor system, the acceptance of this responsibility is vital. This responsibility for the actions of one's peers as well as for one's own helps the individual become aware of her responsibilities and develop the capacities for meeting them.

All reports of alleged violations and any subsequent proceedings are strictly confidential. If you report another student to the Judicial Board, you are on your honor not to discuss the situation with anyone other than a member of the Board.

How "sure" should I be before I confront or report someone?

It is your duty to confront any student you suspect of violating the Honor Code as well as to report any suspected offense to a Judicial Board member if the student herself does not. A report you make to the Board does not commit you to a belief in the student's guilt; your questioning of the incident only indicates your concern for the welfare of the student as well as for that of the rest of the college community. It is the responsibility of the Judicial Board to determine the guilt or innocence of the student.

Fulfilling these duties is a preventive measure. It can stop a student from unthinkingly committing an honor violation, can prevent more serious violations or a pattern of detrimental behavior from occurring, can clear false impressions, and can help to prevent unfounded suspicions—it is a sincere effort to help all students benefit as fully as possible from their college experience.

What power does the Judicial Board have?

The Judicial Board has the power to

investigate and determine alleged violations of the Honor Code. In case an Honor Code violation is established, the Judicial Board will determine the discipline which it considers most beneficial to the student and the college community. If the student is dissatisfied with the decision rendered, she may appeal to the Judicial Appeals Board.

In Conclusion

Each member of the Queens community has pledged to uphold the honor system. The preceding information is a brief overview of the judicial process at Queens. Please read the Judicial Board Constitution for an in-depth description of this process. In addition, please read carefully this entire handbook, as the Honor Code pertains to and the Judicial Board has jurisdiction over its contents. Especially note the sections on plagiarism, college policies, and residence life. It is the wish of the Judicial Board that you will come to appreciate the respect and trust that permeates a community which takes seriously its commitment to an Honor Code.

Judicial Process

The overall standard of behavior at Queens College is expressed through the Honor Code which is signed by all students prior to their matriculation. Acceptance of the Honor Code obligates a student to follow all policies outlined in this handbook and other college publications as well as the laws of the state and federal governments.

Violations of college standards are divided into two broad categories: residence hall and major honor violations. This division does not imply that the Honor Code is not applicable in social as well as academic settings, but it does recognize that many residence hall violations can be handled in a more expedient manner.

Penalties for residence hall violations are automatically administered by the Vice-Chairperson of the Judicial Board. If a student wishes to appeal the automatic penalty, she may take her case to the Judicial Board.

Anyone in violation of the Honor Code is on her honor to report herself in writing to a Judicial Board member within 24 hours after the violation occurs. Failure of an alleged violator to present the written report of a residence hall violation shall result in that violation being automatically reclassified as a major violation. Failure of an alleged violator to present the written report of a major violation shall be taken into account when the Judicial Board is determining the violator's sanction.

The following definitions and sanctions were approved by the Student Government Association in April 1980 and revised in the spring of 1982.

Residence Hall Violations

Residence hall violations are defined as violations of policies set down for residence hall living (ex. limited hours, quiet or courtesy hours, undue noise, desk duty, fire drill procedures, etc.). Residence hall violations are outlined each year in the student handbook. Policies determined or changed during the year will be posted on official bulletin boards in each residence hall and communicated to students in residence hall meetings.

The sanctions for residence hall violations are as follows:

1st offense: Judicial Board may assign weekday or weekend nights of desk duty.

2nd offense (during the academic year): Desk duty on a Friday and/or Saturday night.

3rd offense: Referred to Judicial Board for continued disregard of residence hall regulations.

Note:

(1) Second and third offenses may be violations of the same or different residence hall regulations as the first offense.

(2) Desk duty assigned as a penalty does not take the place of duty on the regular rotation.

(3) Failure to sit desk duty assigned as a penalty will be a Judicial Board offense.

(4) Seniors will be assigned desk duty in another residence hall.

Major Violations

Major violations are defined as those violations which (1) involve the honor code per se: truthfulness at all times, respect for the property of others (including vandalism as well as stealing), and honesty in tests, examinations, papers, and all other academic assignments; (2) break college policies established by the Board of Trustees: ie., the alcoholic beverage policy, the visitation policy, and the drug policy; (3) are a deliberate avoidance of following established guidelines (ex. letting students into a locked building);

4) more than two violations of residence hall regulations during an academic year, and (5) constitute any serious deviation from the standards of the college.

The Judicial Board also has original urisdiction in cases of students failing to abide by penalties set for residence hall violations or failing to appear when summoned by the Judicial Board or its officials.

The sanctions for major violations are as follows:

. Desk Duty: Judicial Board may assign additional nights of desk duty to persons brought before the Board.

. Social Probation: Exclusion from privileges (including having limited hours and loss of visitation privileges) as specified by the Judicial Board. Students on social probation lose the privilege of transfering from building to building; they must be in their residence hall by the closing hour. Seniors placed on social probation will forfeit their key to the residence hall if one has been issued. Any residence hall or major violation during a period of probation will receive a maximum penalty up to suspension for an indefinite period. The number of weeks of social probation will be at the discretion of the Judicial Board with a minimum period of two weeks and a maximum of one year.

. Restitution: Reimbursement for damage, defacement or misappropriation of property, whether that of the college, any member of the college community, or any guest on campus.

4. Suspension for a definite period. The student will be informed at the time of suspension when she will be eligible to return to the college.

5. Suspension for an indefinite period. Termination of student status for an unspecified period of time. The student would be able to apply for formal readmission to the college no sooner than a year from the time of suspension.

Academic violations of the honor code (cheating and intentional plagiarism) will result in the suspension from the college.

The restitution sanction may be imposed either alone or in conjunction with another sanction. Otherwise, only one sanction will be imposed for any single violation.

The complete text of the Judicial Board Constitution is found in the Appendix to this handbook.

Judicial Board, 1982-83

Members of the Judicial Board for 1982-83 are as follows:
Chairperson: Susan McConnell
Vice Chairperson: Flo Mercer
Secretary: Rosemary York
Senior Representative: Babette Davis
Junior Representatives: Helen Garcia
Teresa Harris
Sophomore Representatives:
Jennifer David, Tippi Faucette
Faculty Adviser: Beth Johnson
Faculty Representative (for cases involving alleged academic violations): Helen Cappleman

Preparing a Research Paper

Because students will be called upon to prepare research papers for many of the courses at Queens, the following guidelines are provided to assist in the proper use of documentation:

There are two reasons for the student's documenting her paper. The clearest use for documentation is honesty; the student must avoid plagiarizing another person. Plagairism is the stealing of the words or ideas of someone else, whether written or not. Proper acknowledgement, whether the ideas or key words come from television shows, lectures, classroom comments by instructors, books or articles, is required as simple matter of integrity. Claiming another's ideas as one's own is as dishonest as taking money belonging to someone else. Any student found guilty of plagiarism, as with any form of cheating, is subject to suspension from the college.

Another use of documentation is to add authority and force to a paper. A person writing a paper is in a position analogous to a lawyer building a case. The lawyer could give testimony on her own authority, but her word would not carry as much weight as that of an expert in the question at hand. It is the responsibility of the student as it is of the lawyer to find the strongest available authority on the question and let the authority speak.

Students are cautioned that plagiarism does not have to be intentional; accidental (or, as it is sometimes called, "technical") plagiarism occurs when the student's form of documentation is inadequate to distinguish between material from the source and material originated by the writer. Direct quotations use quotation marks both at the beginning and at the end to separate material in the source from the student's own words, and the reference note is confined to one fact or figure, thus separating source from user. To perform the same function in the paraphrase note, it is mandatory that an introductory formula, such as "One author states.." or "Jones says that...," be used. Though many variations are possible, some phrase clearly meant to open a paraphrase must be used at the beginning; this acts as a signal of the beginning of indebtedness in the same way that quotation marks do. The end of the indebtedness is marked by the footnote number, and everything between the introductory formula and the footnote number must be part of the paraphrase.

Some Rules for Documentation

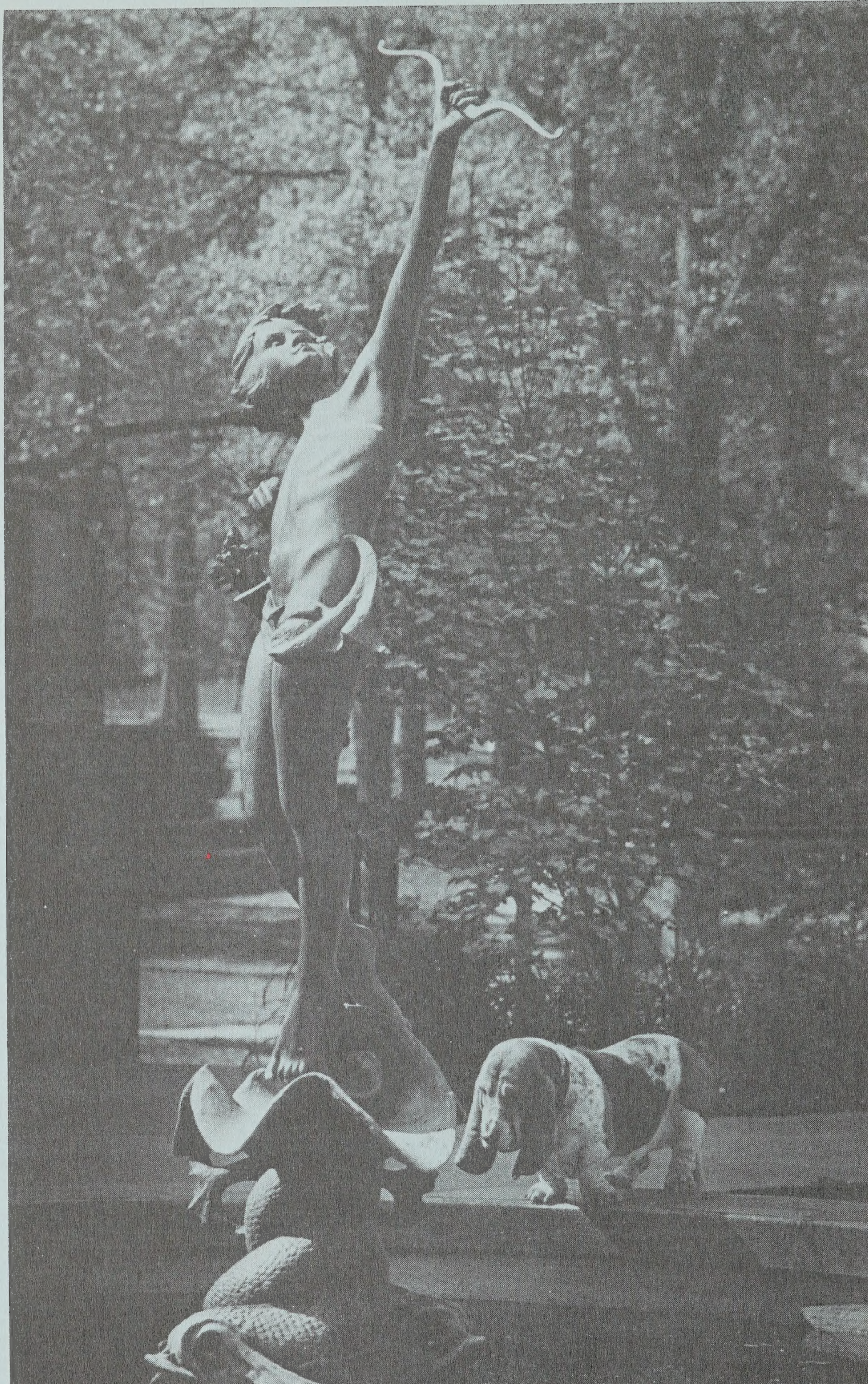
1. **Do your own thinking.** Don't expect to paraphrase everything. This is a bad policy. A **good** research paper depends on thought, like everything else you do. Use paraphrases when necessary, but make them subordinate to your own point.

2. **Footnoting a paraphrase.** It is **not** necessary to footnote a paraphrase when it is based on general knowledge and you have completely digested the material and put it in your own words. It is necessary to footnote a paraphrase when a) it is not general knowledge **or** b) your presentation of the material is heavily based on someone else's way of presenting it (that is, the order of the ideas, the line of argument that you follow, the way you assemble the facts). Remember to use an introductory formula to indicate the beginning of a paraphrase, and place the footnote at the end.

3. **Footnoting a direct quotation.** Always footnote a direct quotation. If the quotation is short (one sentence, not more than four lines in length), in

corporate it into the text. If it is long (two or more sentences, or over four lines), set it off (skip a line before and after it), indent, and single-space.

For complete information on form, style and correct documentation, Everett Library maintains a copy of Kate L. Turabian's "A Manual for Writers of Term Papers, Theses and Dissertations." Additional assistance is available from faculty members in the English Department.



Student Services

These are the activities, organizations and facilities that make up much of everyday student life on the Queens College campus.

Annual Events

Senior Recognition Day: Each fall the college community gathers to honor the senior class. Seniors, faculty and administration wear academic dress for the first academic procession of the year. The convocation speaker is chosen by the seniors. Senior Recognition Day is scheduled for Tuesday, Sept. 7.

Parents Weekend: Parents of all Queens students are invited to visit the campus one weekend each fall to become acquainted with the college community and programs. The junior class is responsible for planning events of the weekend. One highlight of the weekend is the annual Stunt Night, when classes present skits in competition for best skit, best gallery, and best visual effects. Parents Weekend will be held Oct. 22-24.

Day Student Auction: (Delta Sigma Alpha sponsors an auction each fall to raise money for its scholarship fund. Members of the college community donate items to be sold: dinners, baked goods, crafts, etc.

Boar's Head Banquet: In the tradition of Queens College of Oxford University in England, a Boar's Head Ceremony and Banquet are held during the Christmas season. The banquet will be held Dec. 1 in Morrison Dining Hall.

Moravian Love Feast: The Religious Life Committee, with the cooperation of a local Moravian church, sponsors a "Feast of Love" each year as a part of the celebration of Christmas. The Love Feast will be in Belk Chapel on Dec. 5.

Yule Log Ceremony: Queens borrows from the ancient British tradition to herald the Christmas season with the Yule Log Ceremony. Carol singing, wish-making and seasonal food and drink accompany the ceremony.

Honors Convocation: A convocation is held at the beginning of Term II to recognize those students achieving academic honors for the fall term. Honors Convocation will be held in Belk Chapel on Feb. 1.

Dads Weekend: The sophomore class plans a weekend of activities each winter when fathers are invited to the campus. This year plans are being made for Feb. 18-20.

Homecoming: Homecoming is sponsored each spring for and by alumnae. The weekend provides an opportunity for former students to become reacquainted with the college and to see old friends. Homecoming will be held April 16.

Moms Weekend: All mothers are invited to the campus for a spring weekend. The freshmen class plans activities including a fashion show brunch with mother-daughter models. Moms Weekend is scheduled for April 22-24.

May Day: May Day is celebrated each spring with a weekend of social activities. Five representatives from each class are elected to the court. The May Queen, a senior, is announced at the afternoon presentation. The weekend is climaxed by a formal dance. May Day Weekend will be April 29-May 1.

Awards Day: Prior to commencement each spring a convocation is held to present awards to students for outstanding contributions or achievements. The Awards Day convocation will be held April 26.

Baccalaureate: A baccalaureate service for graduating seniors is held during the graduation weekend each year. Parents and friends are also invited to attend this worship service on May 13 in Belk Chapel.

Commencement: Degrees are conferred each spring in a ceremony which marks the climax of a student's college career. Relatives and friends of the graduates are encouraged to share in this experience scheduled fo May 14.

Bookstore

The college bookstore is located in the lower level of Morrison Hall. It carries all textbooks and supplies needed for classes. Health and beauty aids, posters, stationery and Queens T-shirts, jackets and sweatshirts are also available.

Clubs and Associations

Groups of students with special interests may form clubs to further those interests. Student clubs must be chartered by the SGA to be officially recognized on campus. The following clubs are currently active:

Alumnae Association: The Queens College Alumnae Association includes all students who have attended the College for a year or more. The Association's purpose is to preserve interest in the College. Activities of the Association include events for prospective students (through chapters in various cities), for current students (freshmen, transfers, and graduates), and alumnae (adult education such as tours, travelogs, speakers, Annual Fund, Homecoming and chapter meetings.)

Aperion Society: The Aperion Society is an interdisciplinary society of government and philosophy students. The members of the society participate in original research work on related topics, developing seminars and workshops and cooperating with the community of public service projects.

Art Club: The Art Club provides an expanded experience in the visual art for interested members of the Queens College community. It facilitates discussion of art topics and ideas and provides a forum to examine the practicality and relevance of art in an atmosphere conducive to social and intellectual interaction among members.

Black Student Union: The BSU was formed to give the black students a feeling of unity and to enhance communication between the black students and the college.

Biology Club: The Biology Club promotes interest in the biological sciences and keeps students aware of new developments in the field. The club is affiliated with the North Carolina Academy of Sciences. Membership is open to all interested students.

Delta Sigma Alpha (formerly Day Student Association) provides a means of communication among commuting students. They meet in the Day Student Lounge in Jernigan Student Center. The Association sponsors the annual Day Student Auction for their scholarship fund.

Dolphin Club: The Dolphin Club is the synchronized swimming group. Members perform throughout the year. Try-outs for membership are in the spring and fall.

History Club: The History Club strives to promote interest and discussion in historical subjects and current topics, to provide speakers and trips to acquaint students with the many areas of history, to provide information about graduate schools and employment in the field of history and to provide informal fellowship for students.

New Dimensions Club: The New Dimensions Club is organized to provide programs, social activities, and fellowship for return-to-college students.

Sociology Club: The Sociology Club is organized for the purpose of exploring contemporary issues of concern to the student who is interested in the field of sociology.

Social Sororities: Four national social sororities have chapters at Queens: Alpha Delta Pi, Chi Omega, Kappa Delta, and Phi Mu. Sorority activities are coordinated by the Panhellenic Council which also formulates and administers rush rules.

Counseling Services

Queens has a professional counselor on staff who is available to students for personal counseling twenty hours each week. Her office is located in the infirmary and appointments with her may be made by calling there. Her schedule will be posted in the fall.

Many other trained counselors are available on the Queens staff. The Career Center staff, the college Chaplain, the Dean of Student Affairs, and the Director of Residence Life all hold Masters degrees in counseling and related areas. Students are encouraged to seek out any of these persons when they wish to do so. Student resident assistants are trained in the residence halls for peer counseling and help with referrals.

Referrals to off-campus psychologists and psychiatrists may be made when necessary. The costs of all off-campus therapy is the responsibility of the individual student.

Financial Aid

Queens has a number of types of financial aid provided through federal, state and private sources. Students who are interested in investigating financial aid should make an appointment with the Director of Student Aid for counseling.

Since most funds are awarded to students on the basis of financial need, students (and their parents) are required to submit detailed financial information before their eligibility can be determined. Students must be enrolled at least half-time in order to apply for aid. Applications and financial data should be submitted early (usually in the January prior to enrolling in August) in order to receive first priority for funds.

Food Services

The Morrison Dining Hall is operated for the college by Saga Food Services. All resident students are required to purchase a meal plan in the college dining hall. Types and costs of the three available meal plans are outlined in both the College Bulletin and the fees brochure from the Business Office.

At registration each term, students select and pay for the plan they desire. The choice of meal plans can be made only at the beginning of a term.

All meals are served in Morrison Dining Hall cafeteria style except the Wednesday evening meal once each month when a sit-down dinner is served family style. Students are expected to dress in skirts or nice pants for this monthly sit-down dinner, sponsored by the Cultural Events Committee of SGA. This meal is a time for announcements of community interest and entertainment provided by CEC.

Identification Cards

Students are issued identification cards at their initial enrollment at Queens. They must be validated at registration in subsequent years.

The ID card is a student's official college identification and should be carried at all times. The card should be presented upon request of any college official. It must be presented when signing in at the Public Safety Office after hours.

For resident students, the ID card serves as the meal plan or dining hall card. The card must be presented when entering the dining hall. Without the ID card, a student may be turned away from the dining hall or charged for the meal. The ID card must show a current, validated meal plan.

Loss of an ID card should be reported to the Public Safety Office. Replacement cards are issued for $2.

Library

Everett Library, located at the center of the campus, also sits virtually at the demographic hub of the Charlotte metropolitan area. It serves students faculty, staff, alumnae and Friends of the Library.

The attractive facility houses a book and bound periodical collection of 105,000 volumes. In addition, the library subscribes to over 620 current journals and newspapers.

Students and faculty members will discover Everett Library to be a source for study and personal growth both during their college days and as they relate to the community in which they live. The collection maintains enough depth for research and breadth for the mental preparation needed for a lifetime of successful living.

Loan Funds

Two short-term emergency loan funds have been established for distribution by the Dean of Student Affairs. These interest-free loans are made to students who have exhausted all other forms of financial assistance. The loan must be repaid by the end of the term, or the amount will be charged to the student's account and she will not be allowed to register the following term.

Mail Services

All students receive notification of their post office box numbers in the fall. The post office handles all incoming mail but does not issue money orders, accept outgoing C.O.D. mail, provide insurance on packages or register first-class mail. Mail is put in students' boxes twice daily.

Medical Services

The Irwin McKay Infirmary is staffed by registered nurses around the clock from 3:30 p.m. Sunday until 3:30 p.m. Friday. A nurse practitioner also is on staff to care for the medical needs of students. A student who needs specialized medical treatment will be referred to a local physician. The costs of treatments and prescriptions are the responsibility of the student.

Parental consent will be sought before any major treatment of a student is undertaken.

Hospital or emergency room charges will be billed to the college in order to expedite admission of a student. The college will then bill the student for these charges. It is the responsibility of the student or her parents to file directly with their insurance company all claims for insurance coverage. Students who carry the college insurance plan should check with the Infirmary and the Business Office in filing their claim.

An infirmary nurse will aid a student in making an appointment with a local physician or dentist. A student must provide her own transportation to the doctor's office.

A student required to take special medication for allergies, diabetes, etc, should notify the infirmary.

A student should notify her resident director if she needs medical attention after the residence hall closing hour or on weekends.

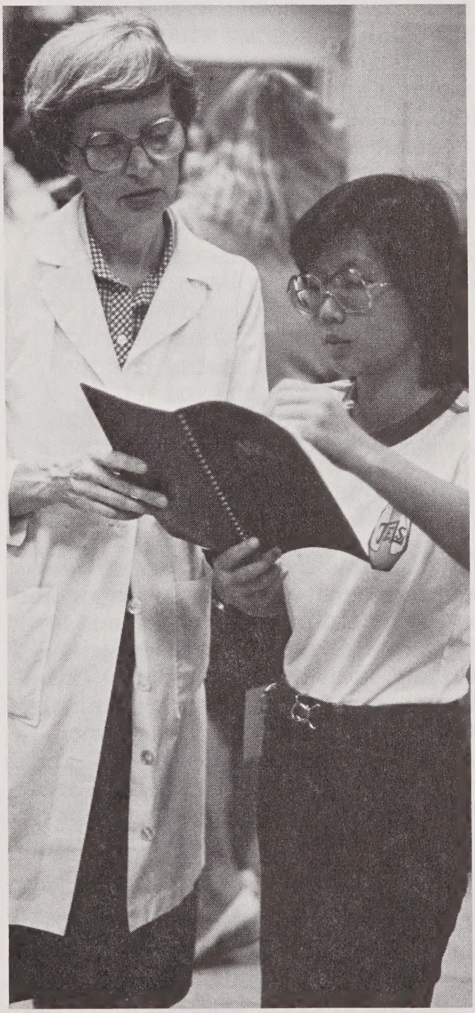
Publications

Queens College has three periodicals published by the students under the direction of the Publications Board and funded through the Student Government Association.

"The Coronet," the college yearbook, is published annually and provides pictoral and literary record of the events and activities of the year.

The student newspaper, The Queens Current, is published about six times a year to keep the community informed of campus events and to serve as a forum for exchange of ideas among students, faculty and administrators.

The Signet, a literary magazine published once a year, illustrates the creative writing and artistic talents of the Queens community and the public.



Public Safety

Located on the first floor of the Stultz building, the Public Safety Department was established to maintain a safe environment for the college community through police, security, safety and traffic services. Officers with the department are commissioned Campus Police Officers by the Attorney General of North Carolina and have full police powers on campus. Officers patrol the campus 24 hours a day and are on duty year round (including holidays). The Director of Public Safety has responsibilities not only for police and security functions but also enforces all safety and fire regulations on campus. The department has a special Campus Crime Prevention program which offers advice and programs on crime prevention and personal safety. During the academic year, the Public Safety department offers several workshops or classes for the campus community including Self-awareness for Women, Basic First-Aid, CPR, Fire Safety and Prevention, and Personal Safety. Members of the college community are encouraged to contribute to campus safety by taking security precautions, participating in crime prevention programs and reporting any violations of safety regulations or suspicious and criminal behavior.

Career Center

The Queens Career Center provides comprehensive career counseling and employment planning assistance for Queens College students. Vocational testing, individual and group counseling, topical workshops and seminars, and a career resource library are among the services provided. Students are encouraged to contact the Career Center during their freshmen year to begin exploring and evaluating career alternatives.

The Leadership Program, during the January term, is required for all freshmen and sophomores. Courses are designed to assist students in the development of leadership and communication skills. Students are provided with opportunities to participate in Outward Bound programs, management seminars, internships, and travel experiences.

Reserving Facilities

Any student or group wishing to reserve a room or facility for a meeting or activity should contact the Student Affairs Office. Spaces normally available include Dana Auditorium, Dana 106, The Web, Burwell Parlors and Suzanne Little Recital Hall.

If equipment such as chairs, tables, platforms, etc., is needed, the request must be submitted three working days prior to the event.

Audio-visual equipment must be reserved a week in advance through the Media Center in the Library.

Sports and Recreation

The Physical Education Department and the Student Government Association cooperate in offering a program of intramurals for the students interested in competitive sports. Regular recreation nights and free swimming times are scheduled each term. Students may arrange to use the gym at other times under certain conditions. Anyone interested in reserving the gym should contact Ms. Phyllis Pharr in the P.E. department.

Sports – Intercollegiate

For more highly skilled students, Queens offers intercollegiate competition in tennis and volleyball. The volleyball season is held during the fall. In 1982-83 the tennis season will include a limited number of matches in the fall and a full schedule of competition in the spring.

Student Bank

The Student Bank is in Burwell Hall in the Business Office. It is open

Monday through Friday, 11 a.m.-12:30 p.m. and 3-4 p.m. during the academic year. During summer school and when school is not in session, the bank is open 10-11 a.m. Monday through Friday. The bank is closed during all college registrations and on college holidays.

Students may establish personal accounts at the Student Bank by deposits of checks or cash. Withdrawals from these accounts can be made only in cash. The minimum amount of a transaction to a personal account is $1.

Students may cash personal checks, payroll checks, money orders or checks made payable to them by their parents, spouse or other Queens College students. The cashier of the student bank reserves the right to refuse to cash any check. Students who cash checks at the Student Bank which are returned for insufficient funds or any other reason will have their check cashing privileges suspended for the greater of one month from the date the check is returned, or until the check is made good. Student bank activities (deposits and withdrawals) will not be affected.

Please note that all banking transactions require Queens College ID.

Tennis Cards

Any current student or faculty or staff member may obtain from the Student Affairs office a card to gain access to the tennis courts. This card is checked out to an individual and should be returned when the person leaves Queens.

The Web

The Web is a comfortable lodge on campus which is equipped with a kitchen and has a fireplace. It is available to individual students, faculty members, or college groups for meetings, dates, or small parties (no more than 50 people).

The hours for the Web are the same as the residence hall closing hours, midnight Sunday through Thursday and 2 a.m. Friday and Saturday nights. The Web is not available for overnight guests.

Guidelines for use of the Web are as follows:

1. The Web must be reserved in advance through the Student Affairs Office. The key should be picked up in that office and returned there by noon the next working day after the Web is used. Failure to return the key may result in a $20 fee.
2. Furniture in the Web may be moved slightly to effect different seating arrangements. All furniture should be returned to its original position when the event is over.
3. Anyone building a fire in the fireplace is responsible for its being extinguished completely before leaving.
4. Each person or group using the kitchen is responsible for leaving it clean.
5. Any individual or group abusing the Web or its furnishings may be refused permission to use the facility for future events. Any damages that can be demonstrated to have been caused by a particular person or group will be charged accordingly.

Student Government

The Student Government Association provides opportunity for self-government and experience in planning and administering activities on campus. The SGA meets every other week throughout the academic year to discuss activities and problems which are of concern to the student body. The complete constitution of SGA is found in the appendix of this handbook.

Student Government Association Officers for 1982-83 are:

President: Kathi Mahan
Vice President: Jane Hughes
Secretary: Judy Walker
Treasurer: Cathi Wilkinson
Cultural Events Chairperson: Sally Shearer
Cultural Events Secretary/Treasurer: Susan Tate
Religious Life Chairperson: Cindy Spraker
Religious Life Secretary/Treasurer: Donna Gordon
Social Activities Chairperson: Allison Lyon
Social Activities Secretary/Treasurer: Becky Garity

Campus-wide activities are coordinated through the three standing committees of SGA:

- Cultural Events Committee plans a speaker series, a film series and a concert series. Other events ininclude drama productions, art exhibits, poetry readings, etc.
- Religious Life Committee plans programs and activities to provide an opportunity for each student to develop her own religious beliefs and commitments. Activities include weekly chapel services led by the college chaplain, fellowship groups and periodic retreats. Two large group fellowships — the Westminster Fellowship and the Intervarsity Christian Fellowship — are sponsored by RLC.
- Social Activities Committee sponsors dances, mixers, ski trips, outdoor concerts and other recreational activities.

Academic Policies

These policies of Queens College cover the class work and activities of a student and her relationship with the academic programs and staff of Queens.

Graduation Requirements

To graduate from Queens College, a student must fulfill the degree requirements set forth in the *Bulletin* which is current when she enters the college and must be in good standing with the Honor Code. Although the college makes every effort to counsel the student in planning a program of study, it is the student who is ultimately responsible for fulfilling all requirements for a degree. Students should consult the *Bulletin* for degree requirements of specific majors. All academic plans are subject to approval by the student's adviser.

Students Entering Prior to Fall 1979

Requirements for graduation include a minimum of 120 semester hours of academic credit and two physical education units and one January Term unit for each sixty academic credit hours earned at Queens.

Students Entering Fall 1979 and After

Students entering Queens as freshmen from the 1979 Fall Term on are required to have a minimum of 122 semester hours of academic credit, including two, but no more than two, physical education courses. Two January Term units are also required.

Transfer Students

Transfer students must meet all degree requirements, including, of course, the stipulation that at least 60 of the 122 semester hours must be completed at Queens (unless the student already holds a bachelor's degree from an accredited institution). Pending the Registrar's evaluation (in consultation with the appropriate departments and the Student Qualifications Committee) a transfer student may be able to use transferred credits to satisfy some major requirements, Distributed Requirements, and the 36 semester hours required in courses at the 300 level or above — provided, in the last case, that the courses at the 300 level or above were completed at another four-year institution. Courses transferred from two-year institutions are classified at the 100 (freshman) or 200 (sophomore) level. A transfer student who completes only 60 semester hours at Queens is required to have one January Term unit for graduation; a transfer student who completes more than 60 semester hours at Queens is required to have two January Term units for graduation.

Term Load

The academic year consists of Term I, January Term, and Term II. The normal load for all students is from 12 to 16 credit hours per term (I and II) and one inter-term course in January. Any full-time student wishing to take more than 16 hours in Term I or II must obtain permission from the Dean of the College of Arts and Sciences.

Grading

Queens College uses the following system of grades and quality-point values per credit hour:

Grade	*Interpretation*	*Quality-Point Value*
A	Superior	4.0
B+	Very Good	3.5
B	Good	3.0
C+	Very satisfactory	2.5
C	Satisfactory	2.0
D	Poor	1.0
F	Failing	0
P	Pass	(0)
N/R	No Record	(0)
W	Withdrew	No effect on quality points
I	Incomplete	May become any other letter grade, except W, upon completion.

Grade reports are sent at the end of each term. Mid-term reports are issued in Terms I and II to indicate special difficulties in course work in progress. Only final term grades are permanently recorded.

A student who has received an F for a course may repeat that course; the F will remain on the student's record in that case, but only the second grade for the course will be figured into the student's cumulative quality-point average. This is the *only* case in which a student may register to enroll in the same course twice unless the course is listed "may be repeated for credit."

Pass/No Record

Pass/No Record (P/NR) is a grading system designed to encourage students to explore new areas. Students may elect to take up to two courses a year on a P/NR basis, but may take no more than one course on a P/NR basis in any one term.

Some courses, such as Typing (Secretarial Practice 101, 102), are designated as P/NR for all students. Some specifically designated courses (for example, applied music) may not be taken P/NR. Courses selected by the student to fulfill the Distributed Requirements may be taken P/NR.

The student indicates at registration her intention to take a course P/NR. Up to one week after the midpoint of the semester, however, she may, in consultation with the Registrar, change the P/NR basis to an A/B/C/D/F basis.

P equals a grade of C or better; NR equals a grade of D or F. Courses taken P/NR are not counted in the calculation of the student's quality-point average. Unless a student obtains permission from the Dean of the College of Arts and Sciences and the department chairman, she may not take a course in the department of her major or in her minor program on a P/NR basis. Students planning advanced academic work should be aware that the Pass grade may be interpreted as C by graduate institutions, and an inordinate number of such grades may be looked upon with disfavor by graduate admissions committees.

Incompletes

The grade of Incomplete (I) is given only at the discretion of the instructor and only when unusual circumstances make it impossible for the student to complete the course work by the end of the term.

A student who has received the grade of Incomplete (I) has a specific time period within which to complete the course work. A grade of I received during Term I or January Term must be changed to another letter grade by the end of the second full week of regular classes of Term II. Term II and Summer Term incompletes must be changed to another letter grade no later than two weeks into Term I of the following academic year. A grade of I automatically becomes F if the student fails to make up incomplete work satisfactorily. It is the student's responsibility to contact the professor and make arrangements for the work to be completed.

Examinations

Although professors evaluate student work periodically, final examinations, generally in the form of written examinations, are given in all courses at the end of each term. Final written examinations are generally between two and three hours long. In 300- and 400-level courses the professor may give the examination during the scheduled examination time or give a take-out examination.

The office of the Registrar publishes a schedule for final examinations. The first day of the examination period is designated Reading Day, on which no classes may be held and no examinations may be given, providing students an opportunity to prepare for examinations. Permission to change an examination schedule or to make up an examination must be granted by the Dean of the College of Arts and Sciences.

Student Class Status

Students pursuing a degree program and carrying the normal term load (12 to 16 hours) are assigned class status according to the number of credit hours earned.

Class Status	*Credit Hours*
Freshman	0 - 29
Sophomore	30 - 59
Junior	60 - 89
Senior	90 or more

Student Classifications

Regular Student classification is for all degree candidates.

A *Special Student* is one who is admitted with non-degree status and who may enroll for a cumulative total of 15 credit hours. After completing 15 credit hours, a special student must apply for regular admission or receive special permission to continue; however, a special student with a bachelor's degree may take unlimited credits as a special student. Special students must comply with all college regulations.

A *Transient* or *Contract* student is one from another college who is taking courses at Queens, but who is a degree candidate at the other institution.

A *Continuing Education* student is one who is enrolled only in non-credit programs in the Queens Institute for Lifelong Learning.

A student who is enrolled as a full-time student at Queens College but who has been granted permission to take a course or courses at one of the other ten colleges in the Charlotte Area Educational Consortium is a *Consortium Student.* Queens students, if qualified, may enroll at one of the other colleges in any course not offered at Queens and receive full credit toward the Queens degree without the payment of additional fees. Arrangements must be made through the Registrar's office. Consortium arrangements do not apply to summer sessions.

Student Qualifications

The faculty of Queens College determines academic standards which are administered by its Student Qualifications Committee. This committee reviews each case of academic difficulty. A student is automatically on academic probation if her cumulative quality-point average is below the following levels for class standing:

Class Status	*Credit Hours*	*Term I Completed*	*Term II Completed*
Freshmen	0-29	1.500	1.800
Sophomores	30-59	1.800	1.900
Juniors	60-89	1.900	2.000
Seniors	90 or more	2.000	2.000

Second semester freshmen on academic probation must earn a term QPA of 1.800 in a minimum of 9 completed hours. Thereafter, a student on academic probation must earn a term QPA of 2.000 regardless of status.

When a student fails to make a quality-point average according to these guidelines, the Student Qualifications Committee imposes various stipulations to encourage the student to meet the minimum standards. These stipulations are sent in writing to the student and to parents or guardians. If the student does not meet the stipulations set, she will be subject to dismissal from the college.

A student on academic probation may petition the Student Qualifications Committee for exception from probation if she has achieved a QPA of 2.500 or better for the previous Term I or II.

The records of part-time students will be reviewed for probationary considerations after 9 semester hours of work have been completed at Queens College and thereafter according to the above policy.

The student who does not show improvement and fails to meet the college's scholastic standards may be asked to withdraw from the college. All decisions regarding dismissal may be appealed to the president of the college.

The readmission policy for a student who has been required to withdraw from Queens for academic failure is as follows: the student must undertake at least one semester's study (9 to 12 hours, taken concurrently) at another accredited institution and achieve a QPA of at least 2.000 on approved courses; only then will the college consider the student's application for readmission.

Eligibility to Represent the College

Students on academic, social, or disciplinary probation are not eligible to represent the college in off-campus extracurricular activities, to hold campus office, or to run for campus office.

Dean's List

Degree candidates who achieve a term average of 3.500 or better in at least 12 hours of graded work (not including a grade of P in the 12 hours) for the term are named to the Dean's List. Students with Incompletes in courses cannot be considered.

Registration

Registration is held at the beginning of each semester. At this time, students enroll for courses, have identification cards made, purchase meal tickets and parking stickers, and make financial arrangements with the Business Office. Students are not considered registered unless tuition and fees for the semester have been paid or arrangements for payment have been made.

Toward the end of each semester there is a pre-registration period during which a student, in consultation with her adviser, plans the schedule of courses she intends to take during the following semester.

Academic Advising

It is the student's responsibility to schedule advising appointments with her academic adviser as often as necessary in order to plan course schedules for each term and to discuss current academic problems. The adviser is to be used as a resource and a guide in planning and meeting all graduation requirements.

Drop/Add

Courses may not be added or dropped on Registration Day. The Drop/Add process takes place during the first calendar week of classes at the beginning of each semester. To drop or add a course, the student obtains a form in the Registrar's office and secures her adviser's signature to make the change(s). (Course instructors do not sign Drop/Add forms.) The form is then returned to the Registrar's office, not later than 5 p.m. on the last day of the first calendar week of classes. There is no charge for Drop/Add, and nothing will appear on permanent records if procedure is followed.

Withdrawal from a Course

Withdrawing from a course is a different process from that of dropping a course (described above). Once the Drop/Add period has passed, withdrawal with the grade of W is possible until the end of one calendar week after the designated midterm point in each semester. The withdrawal form, which is obtained in the Registrar's office, must be signed by the adviser, the professor, the Dean of the College of Arts and Sciences, and the student, and returned to the Dean's office. All withdrawals will appear on the transcript.

A student who wishes to withdraw from a course may not simply stop attending the class. If she does not follow the procedures for withdrawal, she will receive an F in the course.

Auditing Courses

A regular student carrying a load of 12 to 16 credit hours and maintaining a B average may, with the consent of the Dean of the College of Arts and Sciences and the course instructor, audit a course. Audited courses receive no credit but do appear on college transcripts. Students must designate audited courses at registration. Drop/Add and Withdrawal procedures apply to audited courses. Auditors are expected to attend classes regularly. With permission from the Dean of the College of Arts and Sciences, special students may audit a course. Special students must pay an auditing fee of $75.00 per credit hour.

Summer School

Queens College offers a summer program consisting of two three-week terms held during May and June. Students may choose from a listing of catalog courses or may arrange independent studies or internships. Information on summer sessions at Queens is available to Queens students during Term II in the office of the Dean of the College of Arts and Sciences and the office of the Registrar. Students at other institutions should contact the Office of Admissions.

Queens students who wish to attend summer school at other institutions must obtain from the Registrar's office a Summer School Permission Form, to be signed by the student's academic adviser and the head of the department under which the courses to be taken elsewhere fall. Approved summer courses taken at other accredited colleges and universities with the grade of C or higher may be counted toward the 122 credit hours required for graduation, provided these courses are comparable or supplemental to those offered at Queens. To receive credit, the student must request that her summer school transcript be sent to the Queens College Registrar. Only the credit hours and quality points earned at Queens are counted in calculating a student's quality point average for graduation.

Attendance Policies

As a general policy, the college expects students to attend all class sessions. Specific attendance policies are set for each course by the individual faculty member and announced at the beginning of each semester. If the policy is not announced at the beginning of the semester, the student should make a point of asking about the policy at that time. Instructors may penalize students for not attending class. The

Infirmary, Dean's office, or other offices in the college do not excuse absences; they merely notify instructors of reasons for absences.

Internships

Queens College provides internships as useful and desirable educational experiences for its students. Internships are planned and supervised out-of-class work experiences which use skills and theories learned in classroom settings.

To be eligible for internships, students should have the academic preparation necessary as a basis for such experience. Generally, internships are restricted to upperclassmen; however, freshmen and sophomores with unusual backgrounds or strong motivation for such work experiences are not excluded from participation.

Guidelines for internships, available in the office of the Dean of the College of Arts and Sciences, describe qualifications and procedures for registering. The student and her adviser are responsible for following these guidelines.

The student and her adviser plan an internship using as resources the Career Center and faculty internship advisers. The adviser reports a grade for the internship and serves as a contact person on campus for the intern and the off-campus project supervisor. Unless otherwise designated, all internships are at the 200-level, and are graded on the Pass/No Record basis.

Exploratory Internships

The exploratory internship enables a student to gain knowledge in an area in which she may have an interest and to explore areas in which she may wish to develop a career. The student may earn a maximum of 6 hours' credit toward graduation requirements through exploratory internships. Summer job experience cannot be considered for credit.

Professional Internships

The professional internships are listed as catalog courses and encompass field placement courses, practica, internships within requirements of a major, and student teaching programs. Professional internships are restricted to upperclassmen, although exceptions may be made under unusual conditions. These internships are an integral part of the academic program and are limited only by the requirements of a given major as described in the catalog. To register for a professional internship, the student must make specific arrangements with the faculty adviser, the appropriate professor, and the division chairman.

Independent Studies/ Directed Readings

A mature, academically sound student may, under the direction of a professor and with the approval of her adviser, undertake directed readings or an independent study of a topic of interest to her. This study may take one of several forms, such as a project, individual research, or directed readings. Students who wish to pursue these options should consult the *Bulletin* for catalog listings of independent studies and directed readings in the subject area. After obtaining approval from the appropriate professor or department and her faculty adviser, a student may register for a catalog-listed independent study or directed readings course just as for any other course. Independent studies and directed readings courses which are not listed in the *Bulletin* require special forms which are available in the office of the Dean of the College of Arts and Sciences.

Withdrawal from the College

Any student who plans to withdraw from the college before the end of the term must notify the Dean of th College of Arts and Sciences in order to remain in good standing and have grades recorded as W. If the student withdraws before the end of the term without giving notification to the Dean, all grades are recorded as F's.

The student who wishes to withdraw must first visit the office of the Dean of the College of Arts and Sciences to set up an appointment for an exit interview. This interview may be with the Dean of Student Affairs, the Dean of the College of Arts and Sciences, or a person designated by either dean. Once the student has had her exit interview, she signs the Withdrawal from the College form. The student then visits the Business Office, Financial Aid Office, and Students Affairs Office for clearance and signatures regarding financial matters. The official date of withdrawal is that by which all required signatures are obtained.

If a student simply stops attending all classes and does not notify the Dean of intention to withdraw, the college does not regard the student as having officially withdrawn.

In the event that the student has been absent for reasons of illness and, therefore, is considered unable to complete the process at the actual time of withdrawal, a date of signature is determined by the Dean of the College of Arts and Sciences, the student, and an appropriate representative of the Business Office.

The college reserves the right to require at any time the withdrawal of a student whose conduct or academic work is not considered satisfactory.

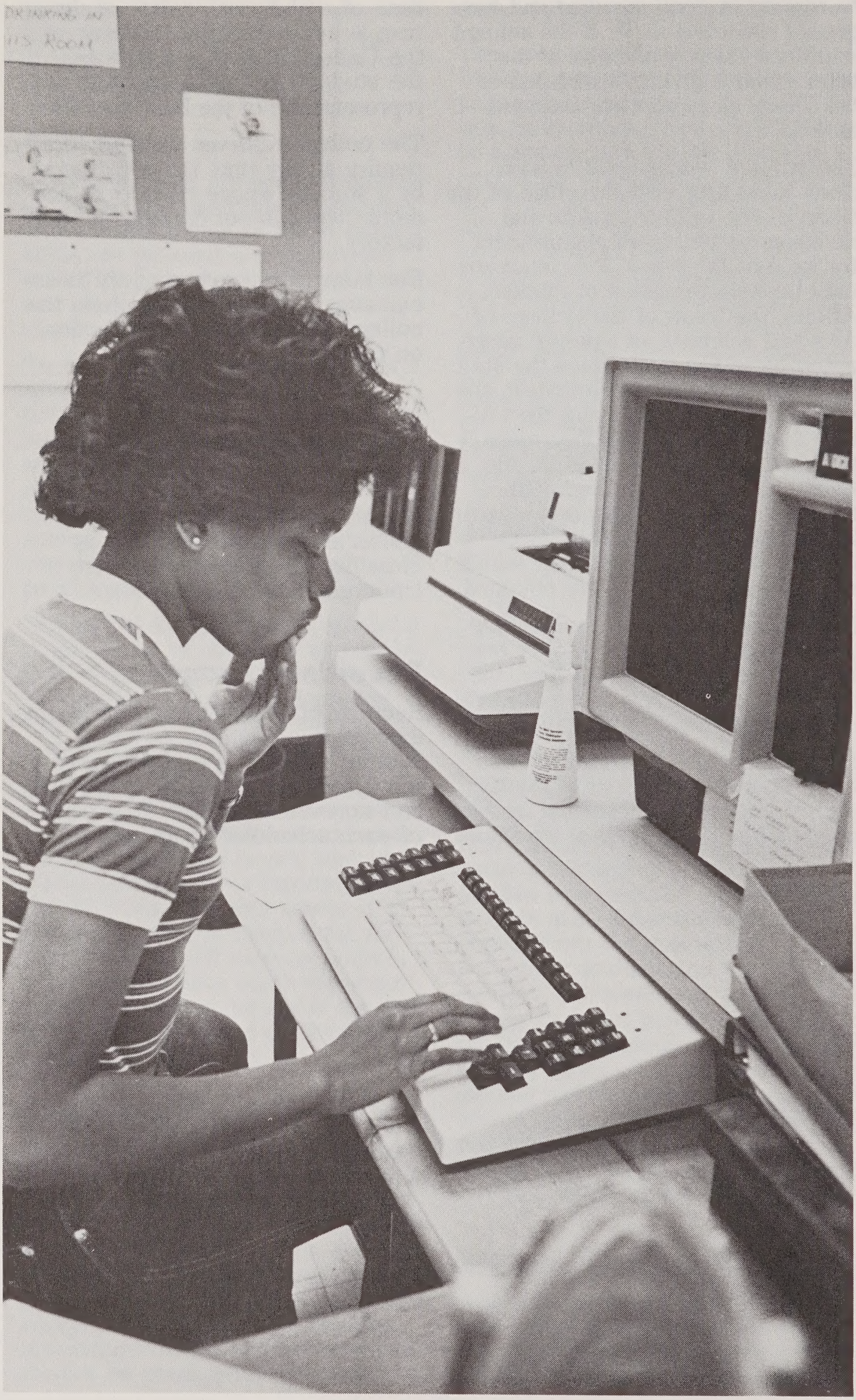
For information regarding the financial aspects of withdrawal from the college, please consult the section on Costs.

Undergraduate Program Tests

The college arranges for and requires all students academically classified as seniors to take the Undergraduate Program Tests.

Records of Progress

Records of progress are kept by this institution on veteran and non-veteran students. Progress records are furnished the students, veterans and non-veterans alike, at the end of each scheduled school term.



Honors and Awards

Dean's List

Students achieving a semester average of 3.5 or higher are recognized by being listed on the Dean of the College's record of outstanding scholars.

Marshals

Marshals are the students who have achieved the highest cumulative average in the Senior, Junior, and Sophomore Classes. The student with the highest average for her three years serves as Chief Marshal during her senior year. The duty of the Marshals is to serve as ushers of official college events which include academic processions.

Orb and Sceptre

Orb and Sceptre is a senior honorary organization which was founded at Queens in January of 1961. It recognizes those students who have shown outstanding leadership, scholarship and concern for the college community.

Valkyrie

Valkyrie is an honorary organization that was established at Queens in 1937 and includes students selected from the Sophomore Class on the basis of outstanding leadership, citizenship, and scholarship exhibited during their freshman year at Queens. Valkyrie members are selected at the beginning of their sophomore year.

Who's Who Among Students in American Universities and Colleges

Who's Who recognizes noteworthy student leaders on campus throughout the country and registers them in a national collegiate publication. The students are selected on the basis of scholarship, leadership, and cooperation in educational and extracurricular activities, general citizenship and the promise of future usefulness.

Delta Omicron

Omicron Lambda Chapter of Delta Omicron, an international music fraternity for women, was established at Queens in May, 1959. The national organization was founded in 1909 at the Cincinnati Conservatory of Music Membership is open to students doing major or minor work in music, to music faculty, to professional musicians and to concert artists. Scholarship of high quality is requisite to membership.

Sigma Upsilon

Sigma Upsilon is an honorary fraternity for writers. Founded in 1906 and limited formerly to men's colleges, it now includes a small number of women's colleges. The Cakes and Ale Chapter at Queens was established in May, 1951. Membership is based upon creative literary ability, interest and active participation. Members are elected every year.

Zetetic Society

Zetetic is a regional honorary organization composed of faculty and students. Its purpose is to recognize high scholastic attainment for Seniors and Juniors, and to encourage independent research.

Algernon Sydney Sullivan Awards

Queens is one of the colleges which has the privilege of presenting two Sullivan Awards each year—one to a graduating senior, and one to a person who has some association, official or otherwise, with the college. The awards are designed to be continuing reminders:

"that the noblest human qualities are those characteristics of heart, mind, and conduct which evince a love for and helpfulness to other men and women. True nobility is found in those who move beyond the narrow circle of their self-interest and spend themselves in the interest of mankind."

Marjorie Blankenship Melton Prize In Creative Writing

A monetary prize is presented to a student for outstanding accomplishments in creative writing. The prize is a memorial honoring this graduate of Queens, who was herself an outstanding writer.

Outstanding Music Award

A student is presented this award on the basis of scholarship, excellence in musical performance, and over-all contribution to music in the Queens community.

Outstanding Drama Award

A student is presented this award on the basis of scholarship, excellence in dramatic performance, and over-all contribution to drama in the Queens community.

Outstanding Art Award

A student is presented this award on the basis of scholarship, excellence in creative art, and over-all contribution to art in the Queens community.

Diana Award

This award is given to the student who best exemplifies the characteristics of honesty, integrity, and genuine concern for others. The recipient of the Diana Award is elected by the student body.

College Policies

These are the general policies and procedures under which Queens College operates and, in some cases, the laws affecting members of the Queens community. Violations of any college policies are handled by the Judicial Board.

Alcoholic Beverages (Possession)

Queens College recognizes the social problems inherent in the misuse of alcohol and discourages student consumption of alcohol as being detrimental to the educational purposes of the college. It also seeks to provide a realistic social atmosphere on campus, to develop student responsibility and to permit maximum personal freedom in matters affecting student life.

The following regulations are designed to support these objectives:

1. Students are responsible at all times for complying with North Carolina laws governing possession and use of alcohol. North Carolina law includes the following provisions:
   "It shall be unlawful for any person firm or corporation knowingly to sell or give any products with an alcohol content, including beers and wine, to any minor under 18 years of age. In like manner it is unlawful for any minor under 18 years of age to purchase or possess, or for anyone to aid or abet such a minor in purchasing any such products. In addition it is unlawful for any person, firm or corporation knowingly to sell or give any alcoholic beverage with an al-

"Moose on the Loose

cohol content in excess of 15% to any minor under 21 years of age. This in general refers to such things as whiskey, gin, vodka and the like. In addition it is unlawful for any minor under 21 years of age to purchase or possess, or for anyone to aid or abet such minor in purchasing any such product as set forth above. It is unlawful for any person, regardless of age, to transport an opened bottle of any alcoholic beverage in a car."

Attention is directed to the fact that under the law possession of hard liquor by those under 21 years of age is illegal.

2. Beer and wine are permitted in the Student Center and Web.
3. Permission to use beer and wine on special occasions elsewhere on campus must be requested from and authorized by the Dean of Student Affairs.
4. Possession of alcoholic beverages in residence hall rooms is regulated by state law.
5. Student Government Association funds may not be used to purchase alcoholic beverages.
6. Queens students are responsible for their personal conduct at all times and shall be subject to discipline, including possible suspension, for behavior which discredits the students and/or the college.

Alcoholic Beverages (Sale)

The Executive Committee of the Board of Trustees of Queens College has approved the sale of beer and wine on the Queens College campus according to the following policy:

1. Areas:
   a. Beer and wine are to be sold by Saga Food Service in the Jernigan Student Center Snack Bar and may be consumed only within this room. No alcoholic beverages may be taken into or out of this area.
   b. Other areas can be temporarily designated for distribution by the administration (i.e. meetings of the Friends of the Library, etc.)
2. Guests:
   a. Each Queens student is allowed only three guests at the Snack Bar.
   b. All Queens students, faculty and trustees are to present their identification card for admittance to the Snack Bar, and their guests will sign the registry.
   c. When the Queens student leaves the area her guest must leave also.
3. Procedure:
   a. Normal hours during which beer and wine may be sold are:
   7 p.m.-12 midnight Monday-Thursday, and
   2 p.m.-12 midnight Friday and Saturday.
   No sales of beer or wine will be allowed on Sunday or after the above closing hour. Other opening hours may be authorized by the Administration for special occasions.

   The hours (within the guidelines outlined above) when the Snack Bar will be open will be posted each term.

Automobiles on Campus

All students at Queens are allowed to bring cars to campus. Cars must be registered with the Public Safety Office. The registration fee is $5. Each registered automobile is issued a parking permit, which must be affixed to the left rear bumper of the vehicle.

Parking on campus is limited. Each parking permit indicates the zone in which that vehicle is authorized to park. Parking in unauthorized zones will result in a fine. Students who continually violate parking regulations may have their cars towed from the campus.

Complete automobile and parking regulations are printed in the appendix of the handbook.

Bare Feet

Health and sanitation codes require that students and guests wear shoes in Morrison Dining Hall, The Hollow and Burwell Hall.

Drugs

The illicit and improper use of drugs (for example, amphetamines, barbituates, opiates, hallucinogenic drugs and marijuana) is not in keeping with a student's personal welfare or pursuit of academic achievement. Queens College students are expected to abide by the laws of the state of North Carolina and the federal government regarding the possession and use of drugs.

Counseling services are available both on and off campus for students who wish to discuss confidential matters concerning drugs and their use.

Firearms and Explosives

North Carolina law prohibits the possession or carrying of any weapons, including guns, rifles, pistols, dynamite cartridges, bombs, grenades, mines, any powerful explosives, bowie knives, dirks, daggers, slingshots, leaded canes, switchblade knives, blackjacks, metallic knuckles or any other weapons of like kind, on any public or private school campus or grounds.

Possession of any such weapons or fire crackers, etc., shall be considered a major violation of the Queens Honor Code and will be handled accordingly.

Party Permits

Any student or group wanting to hold a gathering on campus at which alcoholic beverages are served must fill out a party permit in the Office of Student Affairs. Party permits are designed to prevent any misunderstandings concerning what events are approved, who should be contacted in emergencies, who is responsible for cleanup and what facilities and maintenance needs are involved.

Personal Safety and Security

Queens College strives to provide a safe environment for its students. However, personal safety is the responsibility of the student as well as the college. Students are urged to take all reasonable precautions to avoid unfortunate incidents. The College cannot be held responsible for a student's safety at all times.

Privacy

Policies on confidentiality and privacy for Queens community members are in line with the Family Rights and Privacy Act of 1974 (Buckley Amendment).

Access to Student Records: Each enrolled student or former student of Queens College has the right to see official educational records or files of the College directly related to that student and not otherwise permitted to remain confidential. Procedures for reviewing files and records are available in offices where those files are kept.

Release of Student Information:
1. Official transcripts and other records (placement office records, information in Dean's office, etc.) are released only with written permission of the student.
2. A student is entitled to see a copy of her permanent record (transcript) and/or other permanent records. A student has the privilege of checking permanent records to ascertain whether grades, etc. have been accurately recorded. Precedures for appeal for any record dispute are available in the office of the dean of the college.
3. The permanent academic record (transcript) will not be allowed outside the registrar's office.

4. A copy of a student's transcript and/or other recorded data will be made available to college officials who show legitimate educational needs without written permission of the student. Records will be kept in each office of college officials who use data and the purpose for which such is requested.
5. To the general public, only items considered to be matters of public information will be released without the student's permission. These items are: (1) Dates of attendance (2) Degrees, if any, and date of award.
6. Requests for student data from agencies such as HEW, OEO, and research agencies may be honored without prior approval of the student only in anonymous form.

At Queens additional information including name, residence hall room number, home address, honors received, parents' names, class schedules, and religious affiliation is considered to be directory information. Such information will be released to persons such as parents, relatives, friends, prospective employers, graduate schools, honor societies, licensing agencies, government agencies, or news media unless the student has officially requested that it be withheld. Students should understand that if they withhold directory information, it will not be released to anyone unless the health or safety of an individual is involved.

If a student wishes that any or all of the information in the above-mentioned categories be withheld, she should complete a form in the Registrar's office within 10 days after registration each term. The Registrar will notify other college offices of such requests. It is the policy of Queens College to refuse to release information to private firms for use in mailing lists.

Residency Requirements

Queens views on-campus living as an integral part of the educational experience. A student who is a candidate for an undergraduate degree will live in a residence hall unless: (1) she is residing with her parents or guardian; (2) she is married, or (3) she has been granted special permission for other residence by the Dean of Student Affairs.

Any student who decides to leave the residence hall to live at home must inform the Student Affairs Office and officially check out of the residence hall.

Sales and Solicitation

To protect students and staff from fraudulent sales and annoyance, no door-to-door soliciting is permitted by on-campus or off-campus groups or individuals.

Any on-campus person or organization wishing to sell merchandise may do so in the lobbies of the residence halls with the permission of the Resident Director. Such sales may take place in the Student Center or the dining hall with permission from the Dean of Student Affairs. Advertising may be posted only on bulletin boards and may not be taped on glass or windows in any residence hall.

Any off-campus person or agency wishing to sell or advertise any merchandise or service on campus must receive permission from the Dean of Student Affairs. Ordinarily, only non-profit groups will be allowed to sell on campus. Once permission is granted, products may be sold only in the Student Center or dining hall. Any advertising must bear the stamp of the Student Affairs Office before it may be posted. Unauthorized advertisements will be removed.

Smoking

Due to fire regulations and so that individuals do not infringe upon the rights of others, smoking is not permitted in Dana Auditorium, Suzanne

Little Recital Hall, or classrooms. A
ection in Morrison Dining Hall is de-
ignated as an area where smoking is
ermitted at meals.

Strangers on Campus

Students are requested to offer direct-
ons or information to strangers who
ppear on campus. Persons who do
ot have specific business on campus
re not to be permitted in any build-
ng. Students should report such
trangers to the Public Safety Office.

Residence Life

Queens College is an educational institution, but it's also "home" to many people. The policies in this section have been designed to facilitate community living. All resident students and their guests on campus are expected to abide by these guidelines and all college policies. Violations of residence hall policies will be handled through the college judicial process as described in this handbook.

Bicycles

Bicycle racks are centrally located on campus. Bikes may not be stored anywhere in the residence halls except in the basement storage rooms. Bicycles may be removed from restricted areas without notification to the student.

Candles, Incense and Paper

At no time may candles, incense or paper be burned in any residence hall area. Any items in violation of fire and safety regulations will be subject to removal by the residence hall staff.

Fire Drills

Fire escape routes are posted in each residence hall room and in all public areas. Every student should know all fire escape routes and procedures in her residence hall. No one is excused from a fire drill if she is present in the residence hall at the time of the drill.

Holidays

The college calendar on page 51 lists dates for the opening and closing of residence halls for all holidays and breaks.

Residence halls re-open one day before classes resume. All residence halls close for college holidays.

Check-In, Check-Out

A resident student must check in with the resident director or resident assistant each time she moves into a new residence hall room. The check-in procedure involves completion of a form indicating the physical condition of the room. The check-in form must be signed and dated by the occupant of the room and the resident assistant.

A student who moves out of her residence hall room for any reason must check out officially with her resident assistant or resident director. Damages to walls, floor, furniture, etc. will be noted on the check-out form. A final check for damages will be made by the Director of Residence Life and maintenance staff. Charges for damages will be made against the damage deposit. Any items left in the residence hall room after check-out become the property of the college.

Electrical Appliances

Under fire and insurance regulations, only the following electrical appliances may be used in residence hall rooms: coffee pots, fans, popcorn poppers, hair dryers, stereos or radios, refrigerators (up to 3 cubic feet), televisions, electric curlers and electric heaters not exceeding 750 watts.

The following appliances may NOT be used in rooms due to the electrical wiring, electrical supply and/or fire hazard: air conditioners, electric ovens (any type) or hot plates.

Sunlamps are approved for use only if prescribed by a physician. In such cases, the sunlamp must be kept and used in the infirmary. Sunlamps used in a residence hall will be removed by the residence hall staff.

Guest Housing

A few residence hall rooms are available for guests of students. Rooms are made avaiable on a first-come basis and cost $5 per person per night. Male guests will be housed in Morrison; female guests in empty rooms in occupied residence halls. Men or women who are official guests of the college may be housed in the Wallace apartments.

No visitation is allowed in the Morrison guest rooms. Violations of visitation policy in Morrison could result in closing of the guest housing facility.

Students are responsible for the actions of their guests while they are on campus. Violations of campus policies by a guest may result in Judicial Board charges against the hosting student and/or a request by residence hall or public safety staff that the guest leave the campus.

Laundry Facilities

Coin-operated washing machines and dryers are located in each residence hall. Ironing boards also are available for students. Ironing is restricted to the approved areas in each building; no irons should be used in a students room.

Lofts, Wooden Structures

Permission to build a wooden structure in the room must be requested from the Director of Residence Life. The following guidelines are required for safety reasons and to prevent damage to the walls, floor, ceiling, and furnishings of the room.

Construction of wooden items in residence hall rooms may be authorized during the academic year only under the following conditions:

1. Residents must receive written permission from the Director of Residence Life before construction may take place.
2. Both residents of the room must agree to the construction.
3. No power tools may be used inside the residence hall.
4. Residents are responsible for missing furniture and for any damage to the room, building, or furnishings, (beds, chair, desks, etc.) as a result of the construction.
5. The room furnishings–desks, dressers, chest of drawers, etc.–may not be used to support or secure any wooden structure.
6. No part of the construction may be attached, wedged, or secured in any manner to the ceiling, floor, or walls of the room. All units must be free-standing.
7. All wooden construction must be removed and the regular room furniture arranged in the same order as when the residents first moved into the room no later than commencement.
8. Any horizontal surface area exceeding 20 square feet must be at least 36 inches from the ceiling.
9. The total horizontal surface area of a structure used for sleeping purposes may not exceed more than one-half of the total floor surface.
10. Sleeping structures using 2 x 4's for vertical support must have at least two diagonal support braces attached from each vertical support post to the upper horizontal support beam or surface area.
11. No item may be constructed so as to completely obstruct any direct access to the hall door or windows so that evacuation is convenient in case of fire.
12. Any structures left in the residence halls after commencement will become the property of Queens College.

Long Dorm (Showers)

Long Hall is built in a suite style arrangement with occupants of two rooms sharing a bathroom. Due to the structure of the building, showers cannot be installed in the bathrooms in Long without major renovation. Students are not allowed to install showers in these rooms.

Maintenance

A student should report to a member of the residence hall staff any repair work needed in her room or residence hall.

Open Visitation

Male visitors are allowed to visit in a student's room in Belk, Harris or Wallace Residence Halls Friday and Saturday between the hours of 12 noon and 1:30 a.m. and Sunday from 12 noon until 7 p.m. Male visitors may visit during these hours provided that (1) the Queens student signs her guest in at the desk in the lobby upon his arrival and out when he leaves the residence hall, and (2) the guest is accompanied at all times by the Queens student. Note: Students must sign-in their own visitors during visitation hours. No student may sign another student's name on the sign-in register.

Seniors living in Long Residence Hall may have male guests in their rooms between the hours of 6 a.m. and 11:30 p.m. Sunday through Thursday and from 6 a.m. until 1:30 a.m. Friday and Saturday provided that the male guest is escorted in the halls at all times by a Queens student.

Family Visitors

Family members are always welcome in the residence halls. However, when visitation hours are not in effect, male family members must be escorted to the student's room by the student and a Resident Assistant. The Resident Assistant must also escort them back to the lobby when they leave. During visitation hours, male family members must sign-in according to the visitation policy.

Opening, Closing Hours

The residence halls are unlocked at 6 a.m. daily. They are locked at 12 midnight Sunday through Thursday and at 2 a.m. Friday and Saturday nights.

Any student without self-limiting hours may not leave the residence hall after closing or before opening. In special cases, a student may obtain permission from her resident director to leave the building early.

Any student who wishes to enter a locked residence hall must go by the Public Safety office and sign in. A Public Safety officer will escort her to her building. Any student who enters a locked residence hall after closing hours without a Public Safety officer or lets someone into the building will be turned in to the Judicial Board.

Transferring

Any student may transfer from one building on campus to another after closing hours. In order to transfer, the student must call the Public Safety office from the building she is in to notify the office of the transfer. The student must then sign-in at the Public Safety office and be escorted to her building by an officer.

Overnights, Weekends

An overnight consists of an absence from campus beginning at residence hall closing and going beyond 6 a.m. of the following day. A weekend consists of Friday and Saturday nights.

During the week (Sunday through Thursday) all students, except first term freshmen and those who do not have self-limiting hours, may spend the night away from campus if they have their parents' permission.
A student must have been given self-limiting hours hours by her parents or be 21 years of age in order to spend weeknights away from campus. First-term freshmen and upperclassmen without self-limiting hours may spend

weeknights away from campus only with special permission from their parents. All students may spend an unlimited number of weekend nights off campus.

Overnight Guests

Resident students must register all overnight guests with their resident assistant or resident director. This regulation allows the director to notify the guest in case of an emergency and to be aware of her presence in case of fire, etc. Every guest is expected to follow the same rules as those set for her Queens hostess. The Queens student will be charged with any violation committed by her guest.

Guests may stay on campus two consecutive nights free of charge if they register. There will be a $3 charge for unregistered guests and guests staying on campus for more than two nights.

Painting of Rooms

The residence hall staff and maintenance department will determine which residence hall rooms need painting during the summer. Maintenance personnel will do all painting. A student will be charged only if she wants a room painted, in which case the charge will be $50.

Pets

Except for small fish and turtles no pets of any kind are permitted in the residence halls at any time. Violation of this regulation will result in a fine of $10 for each day or any portion of a day an animal is in a residence hall. Fines are to be paid to the Resident Director of the building in which the violation occurs. An animal may be removed from a student's room without notification.

Places of Worship

Most of the churches below are within walking distance of the campus. In all cases the church listed is the one of its denomination which is closest to the college. The college chaplain will be happy to provide further information on local places of worship.

Baptist
Myers Park Baptist, 1900 Queens Rd.

Catholic
St. Patricks Cathedral,
1621 Dilworth Rd. E.

Church of Christ
Church of Christ, 4900 Providence Rd

Episcopal
Christ Church, 1412 Providence Rd.

Greek Orthodox
Greek Orthodox Cathedral,
600 East Blvd.

Jewish
Temple Beth El, 1727 Providence Rd.

Lutheran
St. Mark's Lutheran, 1001 Queens Rd.

Methodist
Myers Park United Methodist,
1020 Providence Rd.

Moravian
Little Church on the Lane,
528 Moravian Lane

Presbyterian
Myers Park Presbyterian,
2501 Oxford Place

Society of Friends (Quaker)
Charlotte Friends Meeting,
2327 Remount Rd.

Property Insurance

The college insurance program is designed to provide protection for college property and does not include the personal property of students or others. It is suggested that students and their parents review their insurance plans to be sure coverage is extended to include personal effects while at college.

Quiet Hours

Campus quiet hours are to be observed Sunday - Thursday, from 11 p.m. - 7 a.m. Freshmen are to observe additional quiet hours Sunday - Thursday 7 - 10 p.m.

Quiet hours acknowledge the right of each student to study and sleep in her residence hall room with a minimum amount of disturbance. Students are asked to be considerate of others at all times.

Any residence hall wishing to extend quiet hours may do so by a vote of the resident students.

Refrigerator Rentals

A limited number of small refrigerators are available for rent on a first-come basis. Refrigerators rent for $5 per month. A $10 deposit also is required. The deposit will be refunded if the refrigerator is cleaned properly and turned in according to instructions.

Refrigerator rental is handled by the Director of Residence Life.

Resident Assistants

Student resident assistants live on each floor of the residence halls. They are employed by the college to be of service to students and to assist in the smooth operation of each building.

Resident assistants are selected during Term II for the following year. The selection committee is made up of students and student affairs staff. Students interested in becoming resident assistants should talk with the Director of Residence Life early in Term II.

Room Assignments

Room assignments for the following academic year are made each spring by the Director of Residence Life. To be eligible to sign up, a student must pay a $150 room reservation fee in the Business Office. This fee is not refundable after May 1 and is credited to the room payment for the next year.

Procedures for room sign-ups will be announced in advance of the room deposit deadline in the spring.

Room Keys

Each student is issued a key to her residence hall room at the time she checks in. If the room key is lost, the student may request a replacement key in the Student Affairs office for which she will be charged $1. Any student failing to return her key when she checks out of a residence hall room will be charged $5.

Each time a student locks herself out of her room and must be let in by a residence hall staff member, a fine of 50 cents will be collected and placed in the residence hall social fund. At no time will one student be let into another student's room by a residence hall staff member without specific permission from the resident of the room.

Room and Roommate Changes

All room and roommate changes are to be approved by the Director of Residence Life. Request forms for making room and roommate changes, available in the Student Affairs Office, must be completed and turned in before any changes will be approved. When such a change is made, the student or students moving must follow all regular check-in and check-out procedures. Students making unapproved room or roommate changes will be charged $20.

Room Damage Deposit

A room damage deposit of $50 is required of each student living in a residence hall. When a student leaves the residence hall permanently, the deposit will be refunded to her with interest, less the cost of any damages.

Search and Seizure

Entry by College residence hall staff into occupied rooms and storage rooms in residence halls, and in student cars, is divided into three categories: inspection, search and emergency.

Inspection: Inspection is entry into an occupied room in order to determine the health and safety conditions of the room, to check the physical condition of the room, to make repairs on facilities, or to perform janitorial operations. Scheduled inspections by off-campus authorities shall **be preceded, if possible, by 24 hours notice to the students.**

During the inspection, there will be no search of drawers, closets or personal belongings.

Search: Search is the entry into an occupied room for the purpose of investigating suspected violation of the campus regulations and/or city, state, or federal law. Legal search warrants issued by state courts will be served as directed by the warrants. Every effort will be made to have a representative of the Dean of Student Affairs accompany the officers and observe the search. College personnel will not enter a room for purposes of search without permission from the resident(s) or prior permission from the Dean of Student Affairs or residence hall director. Any search must be verified in writing to the student(s) by the person receiving permission to search.

A request for permission to search may be made by the residence hall staff when reasonable cause exists to suspect that a violation is occuring or has occured. There must also be at least two people present during the search. A copy of the authorization form must be presented to the resident(s) or left in the room if the resident(s) are absent. The authorization form shall list reason for search and items sought. If any items are taken from the room, a signed receipt listing each item will be given to the resident(s) or left in the room.

Emergency: An emergency situation exists when the delay necessary to obtain authorization constitutes a danger to persons, property or the building itself.

Self-Limiting Hours

Self-limiting hours permit students to leave the residence hall after closing or to return to the residence hall between closing and 6 a.m. A return after 6 a.m. is considered an overnight.

All students, with the exception of first-term freshmen, are eligible for self-limiting hours. Students under 21 years of age must have parental approval on file in the Student Affairs office. Approval forms are sent to students and their parents after first term of the freshmen year.

First-term freshmen must be in the residence hall be midnight, Sunday Thursday, and by 2 a.m. Friday and Saturday nights. No exceptions will be made unless an emergency arises. The Office of Student Affairs will not accept telephone calls from parents permitting a student to return after hours except in such emergencies.

Single Rooms

A limited number of rooms may be designated as private rooms depending on college enrollment. A student may request assignment to a private room. Priority for private rooms is based on seniority and the lottery number drawn. An additional fee of $125 per term is charged for a single room if it is requested and assigned. If a student occupies a single room f less than a full term, the fee will be pro-rated at $7.80 per week. A first-term freshman or transfer will not be charged for a single room if she is assigned one without having requested it.

One week after classes begin each semester, each student in a single room who did not request it will be given the opportunity to move in with another student or to have another student move in with her. If she remains in the room by herself, she will be charged the single room fee of $7.80 per week for the remainder of the term. A student whose roommate moves and who is willing to accept another roommate, but where no assignment can be made, will not be billed the additional charge.

Storage

Storage areas are available in all residence halls. Trunks, luggage and other items may be kept during both the school year and the summer months. Each storage area is kept locked. When a student wishes to remove an item from the storage room, a residence hall staff member will unlock the room for her. All items which can be stored must be kept in the storage rooms and not in the halls, lounges, or study rooms. Storage items should be tagged with the student's name and room number and the date placed in storage. The college assumes no responsibility for items in storage. If items are left in storage more than one calendar year, they become the property of Queens College.

Sunbathing

A patio in Harris Hall and a concourse by Long Hall provide areas for sunbathing. All sunbathing apparel is restricted to these areas on the back campus.

Telephones

Campus telephones are provided in each residence hall for local and on-campus calls.

Pay telephones are available in all residence halls for long distance calls.

Students may have private telephones installed in their rooms; however, the college accepts no responsibility for the intallation, billing or disconnection of telephones. All arrangements for telephones are to be made between the student and Southern Bell Telephone Co. It is the responsibility of each student to be present when her telephone is installed, repaired or disconnected. The disconnection of private telephones must be completed prior to residence hall check-out at the end of the year.

Appendix

This appendix to the Queens College Student Handbook for 1980-81 includes the constitution for the Student Government Association, the constitution for the Judicial Board and complete parking and automobile regulations.

Student Government Association Constitution

Preamble

The purpose of the Student Government Association shall be to foster self-government, enact legislation governing student life, carry out the program of student activities, authorize new clubs on campus, and oversee all existing student organizations.

Article I

Name

This organization shall be known as the Student Government Association of Queens College.

Article II

Membership

Section A. Membership. The Student Government Association shall consist of the duly elected representatives of the Student Body. These representatives will form the active membership.

Section B. Duties.

1. Duties of Residence Hall Representatives and Day Student Representative:

a. To attend all meetings of the Student Government Association.

b. To be responsible for informing their constituency of events and activities.

c. To be responsible for the coordination of all residence hass and day student activities.

d. To serve as a member of the Dining Hall Committee (excluding Day Student Representative).

2. Duties of Class Presidents:

a. To attend all meetings of the Student Government Association.

b. To be responsible for Stunt Night and Intramurals for their Class.

c. To be responsible for informing their constituency of events and activities.

d. To be responsible for the coordination of all activities within the Class which include:

Freshmen – Moms Weekend

Sophomore – Dads Weekend

Juniors – Parents Weekend

Seniors – Stunt Night

e. To serve on the Student Government Association Investigation Committee for the Impeachment of Representatives.

f. To serve on the Student Government Association Investigation Committee for the Impeachment of President or Secretary-Treasurer of the Student Government Association, Senior Class President shall serve as Chairperson, and Junior Class President shall serve as Recorder.

3. Duties of Class Secretary-Treasurer (non-active member of the Student Government Association):

a. To keep an up-to-date Class roster on file.

b. To collect Class dues.

c. To compile the absentee lists from required Student Government Association functions and to submit them to the Secretary-Treasurer of the Student Government Association within 24 hours after the event has been held.

d. To be responsible for any extra duties which the Class President deems necessary for her to assume.

Section C. Membership Qualifications

1. Membership in the Student Government Association shall be open to all full-time students of Queens College.

2. To be eligible to be an elected representative in the Student Government Association, a student must maintain a cumulative average of at least 2.5 and be in good standing with the Honor Code.

3. The representation of the Student Government Association shall consist of: a Chairperson and Secretary-Treasurer of each of the following Standing Committees—Social Activities, Religious Life, And Cultural Events; one representative from each dormitory; one representative from the Day Students; and the four Class Presidents.

4. No individual will be denied membership because of race, religion, color, sex, and nationality.

Section D. Selection of Members
(See By-Laws, Section C.).

1. Representatives of the Student Government Association shall be elected in the spring of each year.

2. Simple majority of those voting is needed to win an election.

3. The Elections Committee will announce to the candidates the outcome of the elections prior to the announcement to the Student Body.

Section E. Voting Privileges. All meetings of the Student Government Association are open to the entire Student Body, and their suggestions are encouraged; but only the elected representatives and officers may vote. If a representative is absent, that person is required to send a substitute, who will have no vote.

Section F. Termination of Membership

1. Resignation. A member of the Student Government Association who finds it necessary to resign, must submit a written resignation to the Student Government Association President, two weeks before that person wishes her resignation to be effective.

2. Impeachment. In the event that fifty percent of their constituency feel that a student is incapable of or incompetent in fulfilling a position they must present to the Student Government Association a signed petition impeaching that member. A committee shall be formed which shall include the President and Secretary-Treasurer of the Student Government Association, plus the four Class Presidents to hear and act upon this petition. This Committee shall report to the Student Government Association on its findings no later than two weeks after its appointment. A vote of two-thirds of the Student Government Association shall be required for removal from office. The student has the right of appeal to the Appeals Board of the Student Government Association. This Board shall be composed of the Chairperson of Judicial Board, who shall serve as Chairperson; the Vice Chairperson ot Judicial Board, who shall serve as Recorder; the Dean of Student Affairs; the Dean of the College; and the President of the Student Government Association, who shall have no vote.

Section G. Filling Vacancies

1. In the case of vacancy in the office of Class President, the Class Secretary-Treasurer will assume the duties of President and a new Secretary-Treasurer will be elected by the Class.

2. In the case of vacancy in the office of Residence Hall Representative or Day Student Representative, and election will be held with the identified constituency.

Article III

Section A. Officers

1. The President. The president, who shall be a senior, shall be vested with the following duties:

a. To plan the agenda for and preside at all meetings of the student body.

b. To call special meetings of groups involving life and activities of Queens students.

c. To serve as official representative of the student body.

d. To confer when necessary with the Dean of Student Affairs, the Dean of the College, and the President of the College.
e. To serve as Chairperson of the Appeals Board of the judicial system.
f. To be responsible for the coordination of all Student Government Association committees; appointed and co-ordinated.

g. To serve as a member of the Student Life Committee.
h. To plan the agenda and preside at the meetings of the Student Government Association.
i. To serve as Chairperson of the Student Government Association Investigation Committee for impeachment of representatives.

2. Vice President. The Vice President, who shall be a junior or a senior, shall be vested with the following duties:

a. To assume the duties of the President in her absence or at her request.

b. To serve as Chairperson of the Elections Committee.

c. To act as President of the Freshman class until their officers are elected.

d. To confer when necessary with the Dean of Student Affairs, the Dean of the College, and the President of the College.

e. To be Chairperson of the May Court Committee.

f. To serve as a member of the Appeals Board of the judicial system.

3. Secretary. The Secretary, who shall be a junior or a senior, shall be vested with the following duties:

a. To keep in permanent form the minutes of the meetings of the Student Government Association and to distribute them within two days after each meeting.

b. To attend to the correspondence of the Student Government Association and the Student Body.

c. To serve as Chairperson of the Publications Board.

d. To maintain a roster of members' attendance and academic standing.

e. To serve as Recorder of the Student Government Association Investigation Committee for Impeachment of Representatives.

f. To serve as Secretary of the Appeals Board of the judicial system.

4. Treasurer. The Treasurer, who shall be a junior or a senior, shall be vested with the following duties:

a. To serve as Chairperson of the Student Government Association Budget Committee.

b. To supervise and record all financial transactions of the Student Government Association.

c. To present a report of receipts and expenditures of each organization at the end of each term to the Student Government Association.

d. To act in the capacity of Financial Officer of the Student Government Association.

e. To meet in the spring with the secretary-treasurers of the standing committees and student publications to formulate a tentative budget for presentation to the Student Government Association. A final budget will be presented to the Student Government Association in the fall.

f. To serve as a member of the Appeals Board of the judicial system.

Section B. Standing Committees.

There shall be three Standing Committees of the Student Government Association: Cultural Events, Social Activities, and Religious Life. Each committee shall have as its elected officers a Chairperson and Secretary-Treasurer, and one Representative from each of the four Classes. The Chairperson and Secretary-Treasurer shall be elected during the Student Government Association elections. The Class Representatives shall be elected during class elections. Sign-ups for committees will be held each spring and at other times throughout the year as the Chairperson of each committee wishes. At this time each student shall be able to volunteer to work on the committees. The students will be selected by the Chairperson of each committee and shall be approved by the other five elected committee members. The number of appointed members on each committee shall depend upon each committee's needs.

1. The Cultural Events Committee shall organize and plan campus-wide speakers, movies, concerts, and symposiums.

2. The Social Activities Committees shall coordinate all dances, special weekends, including May Day weekend, and recreational activities for the campus.

3. The Religious Life Committee shall be responsible for a chapels, fellowships, retreats, the Moravian Love Feast, and all other Religious activities of the Queens community.

Section C. Qualifications for Holding Office.

1. A student must maintain a cummulative average of at least 2.5 and be in good standing with the Honor Code in order to hold any elected office.

2. The president of the Student Government Association must be elected from the rising Senior Class. The Secretary-Treasurer of the Student Government Association and the Chairperson of the Standing committees shall be elected from the rising Junior or Senior Class. The Secretary-Treasurers of the Standing Committees shall be elected from the rising Sophomore or Junior Class.

Section D. Selection of Officers
(See By-Laws, Section C.)

1. Elections shall take place during the spring of each year and will be supervised by the Elections Committee.

2. All candidates for office shall be self-nominated. A simple majority of those voting is required to win the election.

3. The newly elected officers shall assume their duties following the Student Government Association Installation Convocation.

4. All students elected to any Student Government Association office must attend the Student Leadership Workshop in order to hold that office.

Section E. Filling Vacancies.

1. In case of vacancy in the office of President of the Student Government Association, the Vice President of the Student Government Association will assume the duties of the President.

2. In the case of vacancy in the position of Chairperson of a Standing Committee, the Secretary-Treasurer will be elected by the Student Body.

3. In the case of vacancy in the office of Secretary-Treasurer of the Student Government Association or of Secretary-Treasurer of a Standing Committee, a new Secretary-Treasurer will be elected by the Student Body.

4. In the case of vacancy of a Class Representative to one of the Standing Committees or a Residence Hall or Day Student Representative to the Student Government Association, a new Representative shall be elected by their constituency.

Section F. Termination of Office

1. An officer who finds it necessary to resign must submit a written resignation to the Student Government Association two weeks before she wishes the resignation to become effective.

2. Any officer who violates the Honor Code, fails to maintain a cummulative average of at least 2.5, accumulates more than two unexcused absences from meetings, or fails to perform her duties as an officer may be removed from office.

3. If more than 50 percent of all full-time students feel that a student is incapable of or incompetent in fulfilling an office of the Student Government Association, they must present to the Student Government Association a signed petition impeaching that officer. A committee shall be formed which shall include The President and Secretary-Treasurer of the Student Government Association, who will serve as Chairperson and Recorder, respectively, and the four Class Presidents. In the case of impeachment of the President of Secretary-Treasurer of the Student Government Association, the Committee shall include the Chairpersons of the Standing Committees and the four Class Presidents, with the Senior Class President serving as Chairperson and the Junior Class President serving as Recorder. The Committee will hear and act upon the petition and shall report to the Student Government Association on its findings no later than two weeks after its appointment. A vote of two-thirds of the Student Government Association shall be required for removal from office. The student has the right to appeal to the Appeals Board of the Student Government Association. This Board shall be composed of the Chairperson of Judicial Board, who shall serve as Chairperson; the Vice-Chairperson of Judicial Board, who shall serve as Recorder; the Dean of Student Affairs and the Dean of the College.

Article IV

Advisors

Section A. Method of Selection.

The Student Government Association advisor and Standing Committee advisors shall be selected from the faculty and staff. All advisors shall serve for one year. The term will begin following the Student Government Association Installation Convocation and will conclude with the Student Government Association Installation Convocation of the following year.

Section B. Responsiblities of Advisors.

Each advisor shall attend the meetings and functions of her respectie groups when possible. She shall have no vote but shall serve as a counsel on all necessary matters. If that advisor is unable to attend, that person may send an alternate.

Section C. Termination of Advisors.

Any advisor who finds it necessary to resign must submut a written resignation to the constituency which that person advises two weeks before she wishes the resignation to become e effective. In the case of vacancy of an advisor, another advisor shall be elected to complete the term.

Article V

Section A. Frequency of Meetings.

Student Government Association shall meet bimonthly and when deemed necessary by any of its members.

Section B. Special Meetings.

1. If emergency or last minute announcements are necessary a special meeting shall be called by the President of the Student Government Association.

2. In the event that a special meeting is called, the Secretary or the President of the Student Government Association shall notify all representatives of the Student Government Association. The reason for the meeting shall be communicated at the time of the notification.

Section C. Quorum. Two-thirds of the Student Government Association shall constitute a quorum.

Section D. Parliamentary Authority. All meetings of the Student Government Association will follow Robert's Rules of Order.

Section E. Voting. In all business transacted by the Student Government Association, a simple majority of the quorum is needed for passage.

Article VI

Section A. Finances. All Standing Committees of the Student Government Association and student publications shall receive funding from the Student Government Association. These monies shall be kept in the college bank.

Section B. Disposition of Funds in the Case of Inactivation. If a Standing Committee or a publication dissolves or is inactivated, its funds shall be returned to the Student Government Association account.

Article VII

Section A. Constitution.

1. Any member of the Student Body may propose an amendment to the Student Government Association constitution. The amendment shall be presented in writing at a Student Government Association meeting and then voted upon at a second meeting. A majority vote of the Student Government Association shall be required for an amendment to be presented to the student body. A two-thirds majority of the students voting is required for the adoption of an amendment.

2. All approved amendments shall then be submitted to the Dean of Student Affairs to be placed on file.

Section B. Rights to Petition. All students have the right to bring petitions before the Student Government Association. A petition of must be signed by 25 percent of all full-time students and be presented to the President of the Student Government Association.

Section C. Referendums. Six percent of the Student Body may petition for a referendum on any measure passed by the Student Government Association. A decision of the Student Government Association may be overriden by a two-thirds vote of the Student Body.

By-Laws

Section A. Appointed Committees. The chairpersons of the Appointed Committees shall be appointed by the President of the Student Government Association with the approval of the representatives of the Student Government Association.

1. Orientation Committee: which shall be responsible for planning the activities for Orientation.
2. Elections Committee: which shall be responsible for supervising elections, counting ballots for al elected offices and for serving as a nominating committee when deemed necessary. (See By-Laws, Section C.)
3. Admissions Core: which shall work in conjunction with the Admissions Office in planning Admissions Visits and helping in any other admissions projects.
4. Traffic Appeals Board: which shall be responsible for hearing all appeals on traffic citations.

Section B. Co-Ordinate Committees Each non-elective faculty committee is to have student members with full privileges, with the limitation that the student members may be excluded from committee proceedings where the academic qualifications of any student are being discussed, or where the committee is considering any student's performance for the purpose of assigning an academic grade. The number of student members is set by the Faculty-Administration Counsil. The student members shall be selected by the Student Government Association.

1. Awards Committee: to be responsible for making nominations and for recommending recipients for awards and honors at designated times. They shall be in charge of the Awards Day Program.
2. Educational Programs and Curriculum Committee: to consider curriculum and academic standards and to make recommendations to the faculty; to be responsible for review of all educational programs of the College.
3. Honors: to recommend to the faculty, matters of policy concerning the Honors Program and to serve as the administrative unit for this program.
4. Social Services: to consider, recommend, and supervise inter-college and community functions (i.e., faculty coffees and remembrances, visiting speakers, cultural events, and community projects).
5. Student Qualifications: shall review and advise with appropriate officers on matters related to student admissions and scholarships; to be responsible, in cooperation with the Educational Programs and Curriculum Committee, for academic regulations as listed in the college catalog under "Academic Regulations".
6. Summer Sessions and Continuing Education: shall be responsible for proposal and review of programs offered through Continuing Education or Summer Sessions. To make recommendations concerning the length, scope, and administration of these programs to the appropriate faculty committees and administrative officers.
7. Teacher Education: shall coordinate all aspects of the teacher education program with the educational philosophy and purpose of the college. This Committee shall work in conjunction with the Department Chairpersons.

Section C. Elections.

1. Supervision of Elections. The elections of Queens College shall be directed by the Elections Committee of the Student Government Association.
2. Time of Elections.

a. The Student Government Association elections, consisting of the offices of President, Vice President, Secretary, and Treasurer of the Student Government Association, the Chairperson and Secretary-Treasurer of the standing committees, and members of the Judicial Board, shall be held in the spring of each year.
b. Class Elections, consisting of a President, Secretary-Treasurer, and one class member-at-large for each Standing Committee, shall be held after residence hall sign ups in the spring.
c. Residence Hall and Day Student Elections,

consisting of one representative to the Student Government Association for each residence hall, and one representative from the Day Students, shall be held at the same time as Class Elections.

d. Freshmen Class Elections and Residence Hall Elections shall be held three weeks after the Fall Term has begun.

3. Nominations.

a. In order to be eligible to run for any position a student must be in good standing with the Honor Code and maintain at least a 2.5 cumulative average.

b. All candidates for office shall be chosen by self-nomination. There shall be a minimum of two candidates for each office, and a maximum of eight (the Elections Committee may deem it necessary to nominate additional or fewer candidates).

c. One week prior to the date of an election, sign-ups for the elected offices shall be held in the Student Center for five days. No one may sign up to run for more than one office.

d. In the case that an office has no candidates during the five-day self-nominating period, the Elections Committee shall nominate a candidate, with the advice of the President of the Student Government Association, the Chairpersons of the Standing Committees, and the chairperson of Judicial Board.

4. Voting.

a. All full-time students of Queens College are eligible to vote in any election.

b. Voting shall be by secret ballot (unless otherwise designated).

c. All elections shall be held in voting booths in the Student Center. Voting will last for the entire day.

5. Counting Ballots.

a. No one except the members of the Elections Committee may be present to count ballots. The Chairperson and Co-Chairperson of the Elections Committee shall take the fnal count of all ballots.

b. If the name of a member of the Elections Committee appears on the ballot, that member shall not be present when the ballots are counted.

c. A candidate must receive a simple majority of the votes in order to be elected to an office.

6. Notification of Elections Results. After the ballots have been counted, a meeting for just the candidates will be held to announce the names of the newly-elected officers and representatives. Following this meeting, the winners will be announced to the Student Body.

7. Contesting of an Election. In the event of a contested election, twenty-five percent of the Student Body must present to the Chairperson of the Elections Committee within forty-eight hours after the election in question, a petition with stated reasons as to why the election is being questioned.

a. An Investigation Committee consisting of Chairperson and Co-Chairperson of the Elections Committee, President of the Student Government Association, and the Dean of Student Affairs shall investigate the petition.

b. Upon the decision of the Investigating Committee, the Elections Committee shall act accordingly.

Section D. Clubs. All clubs, excluding social sororities, pertaining to extra-curricular life of the college shall be chartered by the Student Government Association.

1. Process. A club whose members must be registered students at Queens College shall submit in writing to the President of the Student Government Association a petition requesting a charter. The petition should include:

a. The proposed name of the Club.

b. A statement of the purpose or function of the club.

c. A statement of procedure for financing the club.

d. Signatures of 12 members unless a smaller membership is consistent with their objectives.

e. Submit the name of an advisor.

f. If planning to be affiliated with a national, state, or regional organization, a letter from such national, state, or regional organization stating its willingness to approve this affiliation shall accompany the petition.

2. After the petition has been submitted, the group shall be given six weeks to organize and write a constitution.

3. After six weeks, one representative of the club shall submit in person, the proposed constitution to the President of the Student Government Association for consideration and approval by the Student Government Association. This constitution shall follow the model constitution of Queens College.

a. At the first meeting following the submission of the constitution, the Student Government Association can make recommendations for changes in the proposed constitution and By-Laws.

b. A two-thirds majority vote of the Student Government Association is necessary to approve the finalized constitution and By-Laws.

c. If approved, the President of the Student Government Association shall notify the club of the Student Association's approval and shall issue the club's charter.

4. Requirements. Upon approval and chartering, the club shall submit to the President of the Student Government Association the following:

a. Within four weeks a Term agenda of activities.

b. Withing two weeks after election, the names of the newly elected officers of the club. The Dean of Student Affairs shall also receive a list of the officers for the permanent file.

5. Loss of Charter of Probation. The club is responsible for fulfilling its purposes. If these purposes are not met, the club may be subject to probationary status or loss of charter, pending action by the Student Government Association for consultation.

6. Advisors. All extra-curricular clubs shall have at least one advisor. Social sororities may use any alumna of their organization as an advisor in the place of a faculty or staff member.

7. Annual Procedure for Clubs. All clubs shall submit annually to the Student Government Association:

a. A list of present members, officers, and their advisor.

b. A financial statement disclosing their balance.

c. Any changes make in their constitution or By-Laws.

Judicial Board Constitution

Preamble

The purpose of the Judicial Board is to investigate and act upon any alleged violations of the Honor Code of Queens College and upon any infractions of social regulations on the campus and at Queens' sponsored functions.

Article I

Name.

The name of this organization shall be the Judicial Board.

Article II

Jurisdiction and Membership.

Section A. The Dean of Student Affairs shall assist the Chairperson of the Judicial Board when the Chairperson deems it necessary. The Dean of Student Affairs shall assist the Chairperson in selecting an advisor to the Judicial Board. The Dean of Student Affairs may reserve a case for her own jurisdiction without referring it to the Board for action. The Board maintains the right to refer any case directly to the Dean of Student Affairs for appropriate action.

Section B.

Membership of the Judicial Board shall consist of eight Queens College students and one Queens advisor. All other groups living on campus may also elect representatives to the Board if deemed appropriate. Their representatives shall be proportional in number to the number of their students on campus as determined by the Judicial Board with approval from the Student Government Association.

1. Membership qualifications for students:

a. Membership on the Judicial Board shall be open to any sophomore, junior, or senior who is a full-time student at Queens College and who has a cumulative grade point average of at least 2.5.

b. No student who is on social or academic probation may become a member of Judicial Board.

c. Members from the student body shall consist of one senior, two juniors, and two sophomores to be elected in Student Government Association elections. The chairperson must be a senior.

d. No individual will be denied membership because of race, religion, color, or nationality.

2. Membership qualifications for the advisor.:

a. An advisor shall be appointed by the Chairperson of Judicial Board in consultation with the Dean of Student Affairs.

b. The advisor may be an administrator, a faculty member, or an appropriate staff member of Queens College. The advisor may be reappointed for more than one term in office.

c. The advisor shall have a vote in the same manner as other members.

d. If the advisor cannot be present, the Dean of Student Affairs and the Chairperson of Judicial Board shall appoint a substitute.

3. The faculty shall choose two advisors to serve on the board in the case of an academic violation. One of these advisors shall serve as an alternate only.

4. Selection and Installation of Student members.

a. Members shall be elected during Student Government Association elections.

b. Within 24 hours of election to Judicial Board, the newly elected members will notify the Chairperson of their acceptance and willingness to uphold the purpose of the Board. Members shall take the Oath of Office at a time specified by the Chairperson.

c. The Chairperson-elect shall be installed by the outgoing Chairperson at the Student Government Association Installation of Officers. The outgoing Chairperson and Chairperson-elect shall install the Vice-Chairperson and Secretary who will then act as witnesses to the taking of the Oath of Office by each member.

5. Termination of membership.

a. Any member wishing to terminate her membership on the Board must submit a written request for release to the Chairperson at least two weeks prior to the date she wishes the termination to become effective.

b. A member of Judicial Board shall be considered for release from the Board if her conduct or attitude is contrary to the purposes of the Board and/or if she is negligent of her duties as a member of the Board.

(1) Improper conduct and attitude shall be defined as violations of the Honor Code including violations of social regulations.

(2) Negligence of duties shall be defined as more than two unexcused absences from the Board and/or failure to complete tasks assigned to members of the Board.

(3) If a member's service to the Board is questioned by a simple majority vote of the Board, she will be asked to appear before the Board to state her case.

(4) To terminate a member's service to the Board, it will take a simple majority vote of the Board.

(5) Written notification of the Board's decision will be given to the member being considered for release within 48 hours of the Board's decision.

c. On termination of a membership, a new member shall be elected by the Board by a simple majority vote.

Article III

Officers

Section A. Elected Officers.

1. The Chairperson, Vice-Chairperson, and Secretary of the Judicial Board shall be elected by the student body in Student Government Association elections.

Section B. Duties of Elected Officers.

1. Chairperson

2. The Chairperson of Judicial Board shall be a senior.

a. To call and preside over meetings of the Judicial Board.

b. To appoint an investigating committee in cases where it is deemed necessary including all violations of the Honor Code's academic responsibilities. She shall serve as a member of this committee.

c. To confer with the Dean of Student Affairs when deemed necessary.

d. To serve as an "ex-officio" member of the Appeals Board.

2. Vice-Chairperson.

a. To assist the Chairperson in the execution of her duties and to preside at meetings of the Judicial Board in the absence of the Chairperson. She should also attend Appeals Board meetings in the absence of the Chairperson.

b. To assume the duties of the Chairperson in the event of her resignation.

c. To give written notice to any alleged violator of her required attendance at a judicial Board hearing at least 48 hours prior to that hearing. This notice is to be delivered in person, and a statement shall be signed be the alleged violator and the Vice-Chairperson that the notice has been received. The 48-hour notice can be waived by a signed statement by the alleged violator and the Vice-Chairperson.

d. To serve as Chairperson of any investigating committee appointed by the Chairperson of the Board.

e. To notify all members of Judicial Board in writing 24-hours prior to any called meetings.

f. To serve, in the absence of the Chairperson, as the ex-officio member of the Appeals Board.

g. To give written notice of alleged violators to the Chairperson, Secretary, and Advisor at least 24-hours prior to the scheduled meeting.

h. To administer the automatic penalties for residence hall violations as described in the Student Handbook.

3. Secretary.

a. To take minutes of all meetings which should be placed in a permanent form to be submitted to the Board for final acceptance at the next meeting.

b. To give a complete copy of the minutes to the Dean of Student Affairs and the Chairperson or the Board within 24-hours after the meeting.

c. To give to the Dean of Student Affairs any decisions in writing which must be placed in an individual student's folder.

d. To notify resident directors of decisions regarding the discipline of residents in their buildings who have committed social violations and who have been given social restrictions. This notification shall be given at least 24-hours prior to the beginning of the penalty to be served by the violator.

Section C. Qualifications for Holding Office.

The Chairperson shall be a member of the senior class who is a full-time student has a cumulative grade point average of at least 2.5, and who is not on social or academic probation.

Section D. Termination of an Office.

1. An officer who finds it necessary to resign her office must submitt a written resignation to the Board two weeks prior to the date she wishes the termination to become effective.

2. An officer shall be relieved of her duties in the same manner as described in Article II, Section B., Number 5.

3. On termination of the office of Chairperson, the Vice-Chairperson or Secretary, a new officer will be elected from the remaining members of the Board by a simple majority vote.

Article IV

Meetings.

Section A. Frequency of regular meetings.

Regular meetings shall be held weekly unless the Chairperson feels it necessary to have a called meeting.

Section B. Special Meetings.

1. Special meetings shall be called to act on student cases not heard at the regular meeting, to discuss termination of membership, or to discuss business not covered at the regular meeting.

2. Special meetings shall be called by the Chairperson, and the Vice-Chairperson shall notify the members in writing 24-hours prior to a special meeting.

3. Fifty percent (50%) of the membership may, by petition, call a special meeting.

Section C. Quorum.

1. Voting quorum for the Judicial Board shall consist of six members including the chair person and the advisor.

2. All members shall have one vote except the chairperson who will vote only in the case of a tie.

3. If necessary, the quorum shall be adjusted at any time by the Chairperson in consultation with the Board.

Article V

Constitution.

Section A. Any member at any regular meeting may propose a written amendment; final action on the amendment will be delayed until the next meeting. A simple majority vote of the membership shall be required for adoption of an amendment.

Section B. All amendments shall be submitted to the Student Affairs Office for the organization's permanent file.

Section C. This constitution must be reviewed every year and up-dated when necessary by the Judicial Board. Any major structural changes in the disciplinary system must be approved by the Student Government Association.

Article VI

By-Laws.

Section A. Procedures.

1. For any violation of social or academic regulations of the Honor Code of Queens College, each student shall be on her honor to report herself to the Judicial Board within 24-hours after the violation occurs.

2. After 24-hours any witness or person with knowledge or evidence shall be on her honor to report herself to the Judicial Board immediately.

3. If a witness or person with knowledge or evidence of an Honor Code violation does not report it to the Judicial Board after 24—hours of the violation, she will have violated the Honor Code.

4. An investigating committee shall be appointed in the case of all alleged academic violations ' of the Honor Code and, if necessary, in cases of social violations. This committee shall include the Vice-Chairperson of Judicial Board, who serves as Chairperson of the investigating committee, and two other members of the Judicial Board chosen by the Vice-Chairperson.

a. The investigating committee's report shall be presented to the Judicial Board.

b. In the investigation, the Vice-Chairperson of the Judicial Board may request the assistance of any member of the college community.

c. The investigating committee shall not discuss their findings until they present them to the Judicial Board.

d. The Judicial Board shall abide with the search and seizure policy as stated in the student handbook in any investigation.

5. A student who has been reported for an alleged violation of academic or social regulations under the Honor Code shall be given at least 48-hours written notice of her attendance at the next Judicial Board Meeting.

a. The Vice-Chairperson of Judicial Board shall give the alleged violator a written statement of the charge which has been filed against her, and she shall be required to sign the statement as proof of the notification. This 48-hours can be waived with a statement signed by the alleged violator and the deliverer of the notice.

b. The alleged violator shall keep one copy of this statement and the second copy shall be kept in the files of the Chairperson.

6. The alleged violator shall be entitled to select a counselor from the student body.

a. The counselor will be permitted to accompany her and advise her throughout the hearing. Both the alleged violator and her counselor are bound by the Honor Code in their actions and statements.

b. A residence hall representative to the Student Association or the Vice-President of the Day Student Association shall be available to serve as counselors if requested.

c. The counselor may participate directly in the hearings only by permission from the Chairperson of the Judicial Board.

7. The alleged violator has the right to know who reported her.

8. Witnesses may be called by the Judicial Board upon the request of the alleged violator, the person reporting the violation, or any member of the Judicial Board. Such witnesses are required to be present at the time of the hearing and shall remain available for questioning at the discretion of the Board.

9. All participants in the proceedings shall have the right, upon recognition by the Chairperson, to question the person testifying.

10. The alleged violator has the right to have a public hearing. In order to protect the rights of privacy of all persons involved in the investigation, no member of the Judicial Board and no participant, other than the alleged violator with her counselor, shall discuss the case in any way outside the hearing room.

11. At the conclusion of the testimony, the Judicial Board shall, in closed session, reach its decision. A simple majority decision of the members voting shall be necessary for a decision of guilty.

12. A simple majority decision of the members shall be necessary to determine sanctions.

13. In the event that a member of Judicial Board has been directly involved in a case prior to its being reported to the Board, she will not function as a member of the Board in hearing that case.

Section B. Decisions.

1. The Judicial Board may render a decision of guilty or not guilty.

2. The Judicial Board will deliver the decision and discipline which it considers to be the most beneficial to the student and the college community. Sanctions are defined and published in the student handbook.

3. The Board shall immediately hear and act upon all instances of appeals concerning the timing of discipline set for violations.

Section C. General Policies.

1. Written records of all procedings shall be kept.

2. A complete copy of the records shall be kept by the Dean of Student Affairs and the Chairperson of Judicial Board.

3. At the end of each academic year, the Chairperson shall strike all pertinent names of those nvolved from her copy and turn in these records to the Student Affairs Office for safekeeping during the summer.

4. The Chairperson's copy shall remain in her files for a period of five years.

Section D. Oath of Office.

As a member of Judicial Board,/ I solemnly pledge/ to uphold the principles and procedures/ of the Honor Code of Queens Colege./ In so doing,/ I promise to support two traditions of the college/ which are imperative to community living and working:/ the traditions of honesty in all matters/ and the tradition of social responsibilities./ I hereby accept/ the responsibilities which come as a member of this Board./ To the best of my ability/ I will execute my duties/ of being truthfull in all matters/ of honor and social concern/ and of helping my fellow students/ assume their responsibilities/ by calling attention to any action/ which will jeopardize these two traditions.

Article VII

Appeals Board.

Section A.

The Appeals Board shall hear and act upon all cases submitted to it by a student if she is dissatisfied with the decision rendered by the Judicial Board or the decision rendered by the Dean of Student Affairs.

Section B. Membership.

1. The Appeals Board shall include four student members, one ex-officio member who shall be the Chairperson of the Judicial Board, the Dean of the College, and the Dean of Student Affairs.

2. The student members shall be the President, the Vice President, the Secretary and the Treasurer of the Student Government Association and the Chairperson of the Judicial Board who serves as an ex-officio student member.

3. The President of the Student Government Association shall serve as Chairperson of the Appeals Board.

4. The Secretary of the SGA shall serve as secretary of the Appeals Board.

Section C. Procedure.

1. The Appeals Board shall meet to consider any case which has been submitted in written form to the Student Affairs Office.

2. The student wishing to appeal her case must notify the Student Affairs Office in writing within 24-hours after she has received the decision of the Judicial Board.

3. The Appeals Board shall meet to review a case within one week of the submission of the case.

4. A quorum shall be three student members, the Chairperson of the Judicial Board, the Dean of the College, and the Dean of Student Affairs.

a. If a student wishes to appeal a decision of the Dean of Student Affairs, the Dean will not function as a member of the Appeals Board.

b. If the Dean of the College or the Dean of Student Affairs cannot be present, a substitute must be appointed by the absent dean.

5. The Appeals Board may confirm or change the decision of the Judicial Board, including an increase of decrease in the discipline rendered by the Judicial Board. In the event of a tie on the Appeals Board, the final decision shall be placed befor the President of the College.

6. A simple majority decision of the voting members shall be necessary for a decision of the Appeals Board. A simple majority decision of the voting members shall be necessary to determine sanctions. All members shall have one vote except the Chairperson of Judicial Board who serves as an ex-officio member.

7. Written records of all proceedings of the Appeals Board shall be kept. Complete copies shall be filed with the Dean of Student Affairs and the President of the College.

8. A student submitting an appeal shall be entitled to select a counselor from the student body who has the rights and privileges explained in Article VI, Section A. Number 6.

9. In order to protect the rights of privacy of all persons involved in the appeals case, no member of the Appeals Board and no participant in the case shall discuss the proceedings in any way outside the hearing room. Exception to this rule of silence shall be the student who is appealing her case and her counselor who are entitled to discuss the case between themselves.

Section D. Final Appeal.

1. If a student is dissatisfied with the decision of the Appeals Board, she may submit a written appeal of her case to the President of the College within 24-hours after the decision of the Appeals Board.

2. In the event that an appeal is made to the President of the College, the President shall inform the Judicial Board and the Appeals Board within 24-hours that the appeal has been made. Within 48-hours of his decision concerning the case, the President shall send a copy of

that decision to the Judicial Board and the Appeals Board.

3. The President of the College will notify the student of his receipt of her appeal within 24-hours after the student's submission of the appeal.

4. The President will render a decision concerning the appeal within one week after he has acknowledged receiving the appeal.

5. The President's decision is final and may not be appealed.

6. Complete copies of the President's decision shall be filed in the Student Affairs Office and the Office of the President.

Parking And Traffic Regulations

Vehicle Registration

Each student, faculty member or staff member, including persons employed by another firm whose work area is on the campus, must register with the Public Safety Department each vehicle he or she wishes to park on campus during the academic year.

Resident and commuter students desiring to park on campus are required to register their vehicle with the Public Safety Department and pay a registration fee. Resident students may register one (1) vehicle only. No student may register or acquire a parking permit for a vehicle not owned by himself, spouse, a parent or guardian. Registration of vehicles shall be accomplished at the beginning of the fall term of each year, within forty-eight (48) hours of the first class; or in the event that the student first registers in the college, at some time other than the beginning of the fall term, within forty-eight (48) hours of such registration.

For the purpose of vehicle registration, "commuter student" shall be defined as any student enrolled in a program with the College who does not reside on campus. This includes, but is not limited to, students enrolled in the traditional four-year college, New College, New Dimensions, Graduate Programs (MBA) and special students. Students enrolled in the Institute of Lifelong Learning (QUILL) are considered commuters and must register their vehicles with the Public Safety Department, if they wish to park on campus.

Decals are valid from Sept. 1 through Aug. 31 each year.

Requirements for registration of vehicles:
a. A valid driver's license
b. Proof of ownership (motor vehicle registration card)
c. Current student status
d. Full or part-time college employment

Temporary or guest registration: When permanent registration is not applicable (parents, guests, visitors, etc.), a temporary permit will be issued without charge at the Public Safety Office or the campus switchboard office in Burwell Hall.

Temporary or guest permits must be displayed in the lower left corner of the windshield or displayed on the dashboard in the same vicinity.

Holders of valid parking permits whose vehicles are temporarily disabled may obtain temporary permits for a replacement car at the Public Safety office or the campus switchboard office. There is no charge for this temporary permit.

Replacement Permits: Persons who acquire new vehicles during the year may register the new vehicle at no additional charge, provided that reasonable proof of the destruction of the old permit is provided. Otherwise payment of the full fee is required.

Display of Permits: The permit must be permanently affixed and displayed on the left side (driver's side) of the rear bumper. Failure to affix the permit shall be considered failure to register the vehicle. Improperly displayed permits may result in a fine.

Fees for vehicle registration are as follows:

Resident and Commuter Students	$5
Faculty/Staff	N/C

All fees are subject to change

Parking Zones

The college has designated areas for each vehicle registration as proscribed in these regulations:

A Zones - Restricted twenty-four (24) hours, Monday through Friday. All decal parking weekends.
B Zones - Restricted twenty-four (24) hours, Monday through Friday. All decal parking weekends.
C Zones - Restricted 8:00 am to 4:00 pm, Monday through Friday. All decal parking 4:00 pm to 8:00 am, Monday through Friday and all day Saturday and Sunday.
D Zones - Restricted 8:00 am to 5:00 pm, Monday through Friday. All decal parking 5:00 pm to 8:00 am, Monday through Friday and all day Saturday and Sunday.

R Zones - Restricted (reserved) twenty-four (24) hours, seven (7) days a week.

Library Circle - Unrestricted, all decal parking 6:00 am to 12:00 midnight, seven (7) days a week.

PERMIT DESIGNATIONS

A Decal - Valid in A zones anytime. Valid in B, C, D zones during unrestricted hours (all decal parking).

B Decal - Valid in B zones anytime. Valid in A, C, D zones during unrestricted hours (all decal parking).

C Decal - Valid in C zone anytime. Valid in A, B, D zones during unrestricted hours (all decal parking).

D Decal - Valid in D zones anytime. Valid in A, B, C zones during unrestricted hours (all decal parking).

E Decal - Valid in A, B, C, D zones during unrestricted hours only (all decal parking):
  A & B - all day Saturday and Sunday.
  A & B zones - all day Saturday and Sunday.
  C zones - 4:00 pm to 8:00 am Monday through Friday and all day Saturday and Sunday
  D zones - 5:00 pm to 8:00 am Monday through Friday and all day Saturday and Sunday

R Decal - Valid in R zone anytime. Valid in A, B, C, D zones during unrestricted hours (all decal parking).

OTHER RESTRICTED PARKING AREAS

Burwell Circle - Visitor Spaces: visitor parking *only* 8 a.m. to 5 p.m., Monday through Friday. Unrestricted, all decal parking, after these hours and all day Saturday and Sunday.

Burwell Circle - Loading Zone: fifteen (15) minute parking 8 a.m. to 5 p.m. Monday through Friday. Unrestricted, all decal parking, after these hours and on Saturday and Sunday.

Albright Parking Lot - Reserved spaces marked for Mecklenburg Presbyterian staff and visitors. Restricted 8 a.m. to 5 p.m., Monday through Friday. Unrestricted after these hours and all day Saturday and Sunday.

Library Circle - No parking permitted in Library Circle between midnight and 6 a.m., seven (7) days a week.

Restrictions

1. Traffic on the Burwell and Library Circles is ONE WAY only.
2. Speed limit on campus is 10 miles per hour.
3. North Carolina motor vehicles laws concerning speeding, reckless driving and driving under the influence of intoxicating beverages or drugs apply to private property and will be enforced by campus police officers.
4. Registered vehicles shall be parked in authorized areas only.
5. The college reserves the right to remove any vehicle that is parked in such a way as to constitute a serious hazard or that impedes vehicular or pedestrian traffic, the operation of emergency equipment, or that interfers with services. Owners will be required to pay all costs involved in removing, impounding, and storage of such vehicle. Queens College is not responsible for damages to, loss or theft from vehicles being removed.

NO-PARKING AREAS

No parking is permitted at any time in the following areas:

1. Designated Fire Lanes, including:
   a. immediately in front of Everett Library
   b. in the driveway passing next to the gym and in front of the sorority lodges
   c. in the driveway leading from the Infirmary to Harris Dorm parking lot
   d. in the driveway between the Watkins Building and Everett Library
   e. in the service drive between Albright and Long Dorms
   f. in the service drive which circles in front of Long Dorm, behind Burwell Hall and in front of Watkins Building
   g. in the service drive beside Barnhardt Dorm
2. Loading zones around the Heating Plant and Maintenance buildings
3. Loading zone behind the Dining Hall
4. Adjacent to or over any yellow marked curb or pavement
5. On sidewalks or lawn
6. In any other area designated a NO PARKING area by signs or pavement markings.

PARKING PRACTICES

1. Students, faculty or staff parking an unregistered vehicle on campus at any time.
2. Parking in a space reserved for another vehicle.
3. Parking in a zone designated for vehicles bearing permits other than one displayed during hours when zone parking restrictions are in effect.
4. Parking over lines delineating the parking space.
5. Parking parallel more than 18 inches from the curb.
6. Parking in a travel lane or otherwise blocking traffic flow.
7. Parking against the direction of traffic flow.
8. Double parking.
9. Blocking sidewalks or curb ramps.
10. Parking or driving on sidewalks or lawn.
11. Parking in handicapped space, if vehicle

does not have a North Carolina License Plate for Handicapped and or City or County Decal for Handicapped.

Penalties

Payment of citations is the responsibility of the registrant and in the event registration has not been completed, it is the responsibility of the owner and or operator of the vehicle. Evidence that a motor vehicle was parked or unattended in violation of these parking regulations is prima facie evidence that the vehicle was parked by:

1. The person in whose name the vehicle is registered with the college.
2. If the vehicle is not registered with the college, the person in whose name the vehicle is registered with the North Carolina Department of Motor Vehicles or the corresponding agency of another state or nation.

VIOLATIONS & FINES

Parking violations (except as listed below)	$3
Improper permit display	3
Parking or driving on lawn	5
No registration	5
Parking in Fire Lane	5
Parking in Handicapped Space	5
All moving violations	5

Fines are payable by mail to Box 417, Queens College, Charlotte, N.C. 28274, or in person at the Public Safety Office, Stultz Building, Monday through Friday.

Continued flagrant violation of these parking and traffic regulations will be cause for the college to revoke an individual's parking privileges. Any individual that receives more than ten (10) citations in an academic year is subject to having their parking privileges revoked for the remainder of that year and their vehicle towed from campus at the owner's expense, even though the citations are paid.

APPEAL PROCEDURE

The Traffic Appeals Board will consider a request to void citations which are deemed to be unwarranted by the student or staff member. Anyone having reason to appeal a citation must do so by filing an appeal with the Public Safety Office within five school days of the date of the citation. After five days, it shall be determined that the violator accepts the citation as valid. Appeal forms are available in the Public Safety Office or the campus switchboard office.

FAILURE TO PAY PENALTIES

Penalties for violations must be paid in full or appealed within five days. Any person failing to pay a fine imposed within the time allowed will be liable to the following:

1. Revocation of parking privileges.
2. Fines assessed are an obligation to the college, and will result in withheld grades and transcripts. Fines for facutly/staff may be referred to the appropriate administrative office.

TOW AWAY/IMMOBILIZER POLICY

Campus Public Safety Officers and the Business Manager have the authority to move to a place of storage or immobilize, by attaching a device to prevent its removal, any vehicle parked or left standing, other than as provided for in these regulations. Any immobilized vehicle not claimed within twenty-four (24) hours will be towed to a place of storage. The owner or operator of a vehicle which is immobilized will be required to pay a fine of $15.00 before the vehicle will be released. The owner or operator of a towed vehicle shall be liable for payment of reasonalble towing and storage fees before the vehicle can be claimed.

Any vehicle receiving more than five (5) citations for parking on campus without a valid permit will be towed by the Public Safety Department.

Vehicles left parked in posted fire lanes will be towed on sight, if the owner cannot be located within ten (10) minutes.

Miscellaneous

1. Vehicles are considered parked when left unattended for any period of time.

2. A parking permit does not guarantee the holder a reserved space, but only an opportunity to park within a specified area. Within eac eligibility catergory, permits are issued on a first come, first serve basis, and the Public Safety Department reserves the right to limit issuance so as to prevent overcrowding in any parking area. It is important that those desirin parking privileges obtain their permits withou delay.

3. The responsibility of finding a legal parking space rests with the vehicle operator. The person registered as the purchaser of the deca shall be responsible for the violations incurre by the vehicle.

4. Lack of space is not a valid excuse for illegal parking.

5. The fact that a person may park or observe others parked in violation of the regulations without receiving a citation does not mean that the regulations can be ignored.

6. Queens College assumes no responsibilit for the care and/or protection of any vehicle o its contents at any time it is operated and/or parked on campus. For your protection, remove your keys and lock your vehicle when it is left unattended. Valuables should be secured in the trunk of your vehicle. Thefts should be reported to the Public Safety Department.

7. An escort service is available from the Public Safety Department for persons going to or from the parking lots during the hours of

darkness. Persons desiring this assistance, should call the Public Safety Office.

8. Emergency telephones are located in each of the parking areas located on campus. These should be used by persons requesting assistance or in need of help from the Public Safety Department.

Recommendations for improving these regulations as well as for improvement of the Traffic Program at Queens College may be made and will be seriously considered by the college.

ORIENTATION
1980
FINAL TOUCH
15¢ OFF

Queens College Calendar 1982-83

Term I	**1982**
Saturday, Aug. 21	Freshmen Arrive
Saturday, Aug. 21-Tuesday, Aug. 24	Orientation
Wednesday, Aug. 25	Registration
Thursday, Aug. 26	Classes Begin
Tuesday, Sept. 7	Senior Recognition Day
Friday, Oct. 8 (Friday only)	Fall Break
Wednesday, Oct. 13	Midterm
Wednesday, Oct. 20	Last Day to Withdraw with a "W"
Friday, Oct. 22-Sunday, Oct. 24	Parents' Weekend
Thursday, Nov. 11-Saturday, Nov. 13	Drama Production
Friday, Nov. 19	Classes End for Thanksgiving, 5 p.m.
Sunday, Nov. 28	Residence Halls Open, 1 p.m.
Monday, Nov. 29	Classes Resume
Wednesday, Dec. 1	Boar's Head Dinner
Sunday, Dec. 5	Love Feast, Belk Chapel
Thursday, Dec. 9	Classes End
Friday, Dec. 10	Reading Day
Saturday, Dec. 11	Exams Begin
Sunday, Dec. 12	Yule Log Ceremony
Thursday, Dec. 16	Exams End

January Term	**1983**
Sunday, Jan. 2	Residence Halls Open, 1 p.m.
Monday, Jan. 3	Registration; Classes Begin
Friday, Jan. 21	Classes End

Term II	
Monday, Jan. 24	Registration
Tuesday, Jan. 25	Classes Begin
Tuesday, Feb. 1	Honors Convocation, Belk Chapel
Friday, Feb. 18-Sunday, Feb. 20	Dads' Weekend
Wednesday, March 9	Midterm
Wednesday, March 16	Last Day to Withdraw with a "W"
Friday, March 25	Spring Recess Begins, 5 p.m.
Monday, April 4	Residence Halls Open, 1 p.m.
Tuesday, April 5	Classes Resume
Thursday, Apr. 21-Saturday, Apr. 23	Drama Production
Friday, Apr. 22-Sunday, Apr. 24	Moms' Weekend
Friday, Apr. 29-Sunday, May 1	May Day Weekend
Thursday, May 5	Classes End
Friday, May 6	Reading Day
Saturday, May 7	Exams Begin
Thursday, May 12	Exams End
Friday, May 13	Baccalaureate
Saturday, May 14	Graduation

May Term

Monday, May 16-Friday, June 3

June Term

Monday, June 6-Friday, June 24

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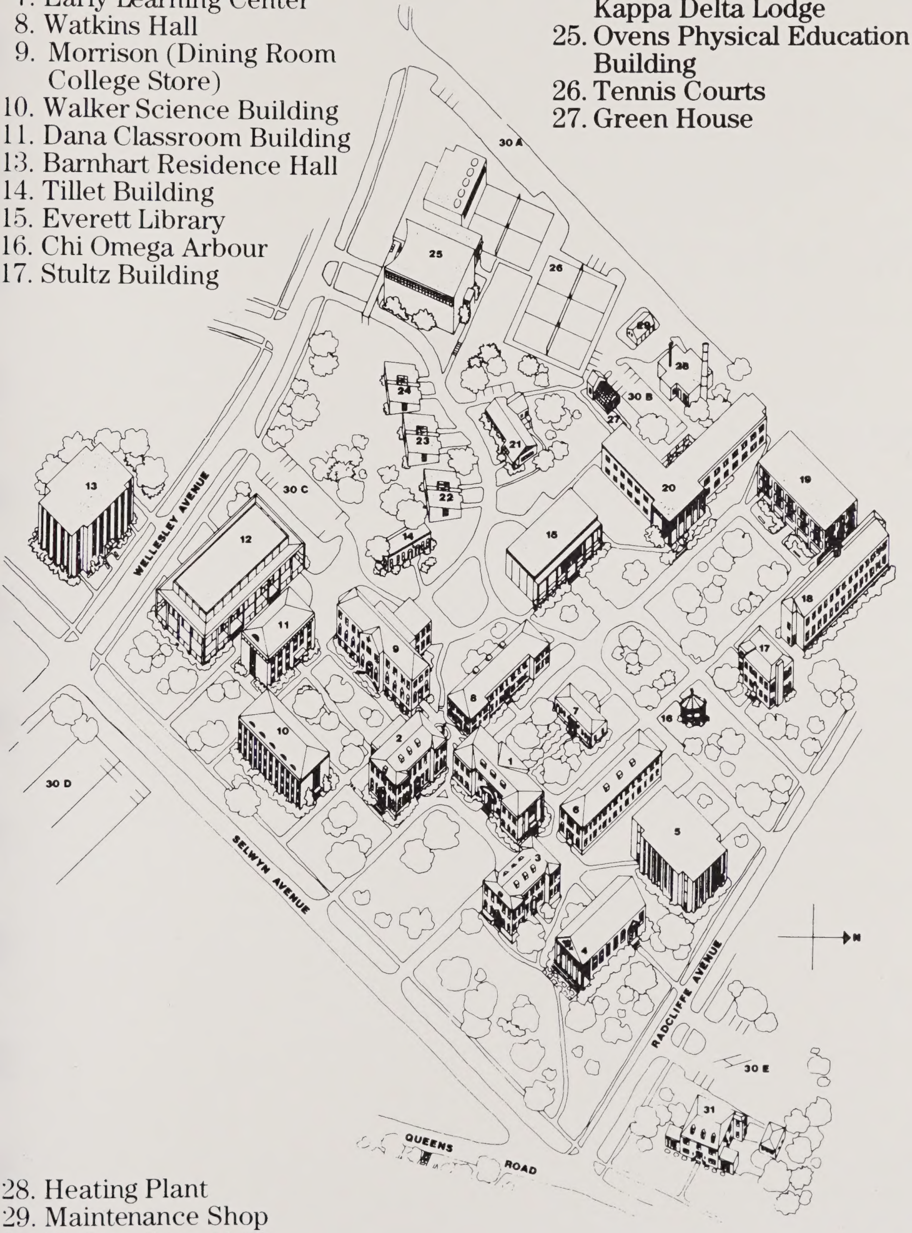
Queens College Map

1. Burwell Hall
2. McEwen Classroom Building
3. Jernigan Student Center
   Queen's Career Center
4. Belk Chapel
5. Albright Residence Hall
6. Long Residence Hall
7. Early Learning Center
8. Watkins Hall
9. Morrison (Dining Room
   College Store)
10. Walker Science Building
11. Dana Classroom Building
13. Barnhart Residence Hall
14. Tillet Building
15. Everett Library
16. Chi Omega Arbour
17. Stultz Building
18. Belk Residence Hall
19. Wallace Residence Hall
20. Harris Residence Hall
21. Irwin-McKay Infirmary
22. Faculty Club
    Chi Omega Lodge
23. Phi Mu Lodge
    The Web
24. Alpha Delta Pi Lodge
    Kappa Delta Lodge
25. Ovens Physical Education
    Building
26. Tennis Courts
27. Green House


30 A
25
26
29
28
30 B
27
24
23
22
21
20
19
13
30 C
14
15
WELLESLEY AVENUE
12
11
9
18
17
8
7
16
10
2
1
6
5
30 D
3
SELWYN AVENUE
4
N
RADCLIFFE AVENUE
30 E
31
QUEENS
ROAD

28. Heating Plant
29. Maintenance Shop
30. Parking Lots (A-E)
31. Mecklenburg Presbytery Office

The College Hymn

Guardian bright, our Alma Mater
Molder of our hearts and minds.
Light high visions in thy daughters
And a loyalty that binds.

Gladly do we lift our voices
Pledging thee our faith and love.
Teach our minds and hearts to follow
Him who leads us from above.

Living truth is ever ringing—
Tune our ears to hear that chime.
Lasting wisdom peace is bringing—
Lead us in her way sublime.

Queens, to thee we pledge our spirits
Ever thine, a loyal band.
Queens, thy praises we are singing.
Grateful for thy guiding hand.

Queens Colors

Dark blue and light blue

The Motto of Queens College

Non ministrari sed ministrare (Not to be served but to serve)

Hours To Remember

Administrative Offices in Burwell Hall 8:30 a.m. - 5 p.m., Monday - Friday

Student Bank in Burwell Hall 11 a.m.-12:30 p.m.; 3-4:00 p.m., Monday-Friday

Post Office Window in Jernigan Student Center (9-10:30 a.m., 11-12 noon; 2-3:30, 4-5 p.m., Monday-Friday.

Dining Hall

	Weekdays	**Saturday and Sunday**
Breakfast	6:45 - 8:30 a.m. Hot Breakfast 8:30 - 9 a.m. Continental	9 - 9:30 a.m.
Lunch	11:45 - 1:15	12:30 - 1:00 p.m.
Dinner	4:30 - 5:45	5 - 5:30 p.m.

Bookstore
10:00 a.m. - 12:30 p.m.; 2 - 5:30 p.m., Monday - Thursday
10:00 a.m. - 12:30 p.m.; 2 - 3:30 p.m., Friday

Library
8 a.m. - 11 p.m., Monday-Thursday
8 a.m. - 9 p.m., Friday
10 a.m. - 5 p.m., Saturday
2 - 11 p.m., Sunday

The Hollow (Snack Bar)
9 a.m. - 2 p.m.
5:30 p.m. - 9 p.m.

(These hours are subject to change)